



# UTAH TECH UNIVERSITY

## NCAA COMPLIANCE MANUAL

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## **UTAH TECH UNIVERSITY ATHLETICS MISSION STATEMENT**

*The mission of Utah Tech Athletics is to advance the University's vision while focusing on the overall well-being of our student-athletes as we prepare and empower each of them for academic and competitive success at Utah Tech and beyond.*

*We are committed to serving and engaging the University and local community while preserving and establishing meaningful and enduring relationships with our stakeholders. We will do so with uncompromising integrity and sportsmanship exceeding the guidance provided by the NCAA and Western Athletic Conference.*

## **PRINCIPLES OF SPORTSMANSHIP AND ETHICAL CONDUCT**

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility.

These values should be manifest not only in athletics

participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to:

- a. Establish Policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
- b. Educate, on a continuing basis, all constituencies about the policies in the Constitution.

## **PRINCIPLES OF RULES COMPLIANCE**

Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions.

Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

The following written procedures describe the most essential internal procedures to assist coaches and staff in monitoring compliance with NCAA, WAC and UT rules and regulations.

## UTAH TECH MISSION STATEMENT

Utah Tech University is a public comprehensive university dedicated to rigorous learning and the enrichment of the professional and personal lives of its students and community by providing opportunities that engage the unique Southern Utah environment and resources.

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### Core Themes (L.E.O.)

#### Core Theme One: Learning

*Preparing knowledgeable and competent learners, through effective, active-learning practices in a student-centered environment.*

#### Core Theme Two: Engagement

*Maintaining active involvement and positive collaboration with the Southern Utah region to strengthen cultural, economic, and civic life.*

#### Core Theme Three: Opportunity

*Valuing inclusion, access, diversity, and equity.*

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### Values

**Student-centered success:** providing an affordable education with experiences that develop the academic, professional, and personal lives of all students.

**Academic excellence:** stimulating learning and critical thinking through rigor, student empowerment, and practical application.

**Equity and Inclusion:** creating a community of diverse individuals, ideas, and beliefs; practicing open discourse and collaboration.

**Accountability:** working with honesty, transparency, and respect for others while holding ourselves accountable for our actions.

**Service Leadership:** emphasizing civic, economic, and cultural engagement with the community.

**Creative and innovation:** problem solving in learning, teaching, fostering new ways of thinking, and researching.

**Local and global resources:** incorporating a variety of resources into the educational experience with a special emphasis on the unique local resources.





### **Institutional Control**

- Adequate compliance measures exist;
- They are appropriately conveyed to those who need to be aware of them;
- They are monitored to ensure that such measures are being followed; and
- On learning that a violation has occurred, the institution takes swift action.
- The Compliance Office has established proper systems to monitor the operations of a compliance system.
- The Head Compliance Officer oversees entire department, institution department and University policies and procedures.
- Compliance duties are assigned to Assistant Compliance officer, who has the confidence and respect of others.
- Personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.
- The institution makes clear that any individual involved in its intercollegiate athletics program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind.
- The Athletic Director and a compliance officer or any other individual with compliance responsibilities reports and investigates possible violations of NCAA rules.
- A head coach must create and maintain an atmosphere for compliance within the program. The coach must supervise and monitor the activities of assistant coaches regarding compliance. All violations are the responsibility of the Head Coach.
- The NCAA rules applicable to each operation, are readily available to those persons involved in that operation.
- Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules, through the compliance manual, policies and procedures manual and Jump Forward.
- Daily/weekly communication (meetings) has been established with the Eligibility Coordinator, Athletic FA office, Head Registrar, Associate AD for Academics and SA Welfare, FAR, and Compliance Staff.
- Compliance education programs are provided for personnel engaged in athletically related operations. One on one coach, team staff, new coaches, monthly and quarterly compliance meetings are in place.
- Informational educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.
- Informational and educational programs are established for student-athletes regarding the rules that they must follow, at the beginning of each year and remainder of the year, Compliance audits recruiting, time management, and student-athlete handbooks is a part of the education to ensure compliance with NCAA rules.
- An external audit of athletics compliance will be conducted every 4 years (May 2026). Financial aid is audited by an external group.
- Administrative staff, Deans, faculty and staff are educated in NCAA compliance rules that pertain to them.
- The University President demands compliance with NCAA rules and that they will not deliberately violate the rules or do so through gross negligence.
- The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.

The following specific actions and similar actions are strictly prohibited:

- Coach-initiated contact of any type (e.g., oral, written, etc.) is not permitted between any member of the coaching staff or non-coaching staff member with sport specific responsibility and any UT faculty member or associated instructional staff for obtaining academic information for any student-athlete. Concerns should be brought to Associate AD for Academics.
- Coach-initiated contact of any type is not permitted between any member of the coaching staff or non-coaching staff member with sport specific responsibility and any UT staff member (e.g., dean, registrar, academic department secretary, etc.) as it relates to the academic standing of any student-athlete in a particular course or in general (e.g., grade in a course, dismissal status, etc.).

In addition:

- All contact with faculty members or instructional staff, if necessary, should be handled by the student-athlete first, then the FAR. Please note that contact (telephone, e-mail, etc.) initiated by a professor, instructor, assistant dean, etc. to a coaching staff member or administrator is permitted. If this contact includes discussion of a student-athlete's performance in a course, performance on a particular assignment (including quizzes, tests, and exams) or a student-athlete's grade in a course, such contact must be referred to the Associate AD for Academics immediately.
- Contact is permitted with the Athletics Eligibility Coordinator regarding a specific prospective student-athlete's admission status or requirements under this directive. Additionally, the Associate AD for Academic may also have contact for the purposes of meeting with prospective student-athletes during campus visits. These must be scheduled meetings.

## Unethical Conduct

**Bylaw 10.1 Unethical Conduct.** Unethical conduct by a prospective student-athlete or student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if the individual does not receive compensation for such work, may include, but is not limited to, the following: *(Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16)*

(a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;

(b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

(c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;

(d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");

(e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 18.4.1.4.8; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;

(f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

## Utah Tech University Minimum Coaches Meeting Requirements

Permissible recruiters and staff roster must be submitted on Jumpforward and approved by office immediately when any staff changes is made.

|                             | Staff Meetings | Fundraisers | SAAC Initiatives | Monthly Compliance Meetings | Yearly All-Day Staff Meetings | Compliance Exam |
|-----------------------------|----------------|-------------|------------------|-----------------------------|-------------------------------|-----------------|
| Head Coaches                | X              | X           | X                | X                           | X                             | X               |
| Staff Employees             | X              | X           | X                | X                           | X                             | Not Required    |
| Part-Time Assistant Coaches | X              | X           | X                | X                           | X                             | X               |
| Volunteer Coaches           | X              | Optional    | Optional         | X                           | X                             | X               |
| Undergrad Coaches           | Optional       | Optional    | Optional         | Recommended                 | X                             | X               |

**Missed Compliance/Staff Meeting:** Coach will be responsible for notifying the AD in advance, and for setting up a time with the Compliance Officer or Administrative Advisor (depending on the meeting missed to review meeting details). Failure to do so before the next scheduled meeting will result in a suspension.

### Rules Education

- Student-athlete's (twice a year and as needed)
- Eligibility Coordinator (constant)
- Athletic Financial Aid Office (constant)
- Associate Athletic Director for Academic and SA Welfare (Weekly and as needed)
- Faculty (Once a year and as needed)
- Admissions (Once a year and as needed)
- Boosters/ Ticket Holders/ Corporate Sponsors (Yearly and contracts)
- Marketing (Weekly)
- External Support (Yearly and as needed)
- Managers (Seasonal/Yearly)
- Sports Medicine (Weekly)
- New Hire Orientation (Sport specific as needed)
- Camps/Facilities (Weekly)
- Ticket Office (As Needed)
- Academic Records (education is by Eligibility Coordinator, not housed in Athletic Department)
- Booster information (Yearly)
- Student Athletes
  - Beginning of Year- Title IX Sexual Assault Education, NCAA Rules, Compliance Forms, Gambling rules, social media, Drug Testing Education, Transfer Portal, Financial Aid Appeals Procedure, NIL and Benefits.
  - Throughout the Year: Reminders and any new information either through JumpForward compliance or coaching staff.

**Coaches:** Rules education is provided to Athletics Department staff at the first Athletics Department Staff Meeting at the start of each academic year. In addition to all staff meetings, the Office of Athletics Compliance staff conducts monthly coaches' rules education meetings. Coaches have open access to the Office of Athletics Compliance and can also contact the Athletics Compliance staff regarding rules interpretations at any time. If it is an emergency it can be sent via email. Jump Forward has an interpretation request form that can be submitted and coaches are encouraged to indicate the Bylaw in question.

**Institutional staff outside the department of athletics:** Members of UT Staff with NCAA specific responsibilities (i.e., the Office of Financial Aid and Scholarships, Office of Academic Records (Registrar), Enrollment Services, NCAA Eligibility Coordinator and Transcript Evaluator receive annual education reviews and updates on new legislation and/or procedures. Additionally, the Office of Athletics Compliance maintains an open dialogue for interpretations and questions on NCAA rules in an informal manner, via phone, email or in person. Compliance NCAA Eligibility Coordinator, Financial Aid staff members, and the Faculty Athletic Representative attend the NCAA Regional Rules Seminar. Provisional Rules mandate participation from the President, Athletic Director and SWA.

## **Procedure for Requesting Interpretations**

1. All requests for interpretation of NCAA regulations should be handled through the Office of Athletics Compliance. In the event that the Senior Associate Athletic Director of Compliance or the Compliance Coordinator are not available and the situation necessitates an immediate resolution (i.e., it is an emergency), one of the other designated individuals (i.e., Director of Intercollegiate Athletics, Faculty Athletics Representative, or Eligibility Coordinator) may be contacted to request an appropriate interpretation.
2. The Office of Athletics Compliance shall maintain a written record of all requested interpretations. The record shall consist of the following:
  - a. Date that the request was made and by whom.
  - b. Detailed summary of the nature of the request.
  - c. Detailed summary of the response.

### **Requests for Interpretive Support from the NCAA and WAC Offices**

Only designated institutional representatives are authorized to contact the NCAA and WAC offices regarding NCAA regulations. Specifically, NCAA Bylaw 5.4.1 and its relevant interpretations provide that only five individuals are authorized to request NCAA rules interpretations on behalf of the University. The authorized representatives are the president, director of athletics, Senior Associate AD/Compliance/SWA, and faculty athletics representative.

In addition to the Office of Athletics Compliance, the three individuals who have been designated by the institution and are authorized to request interpretations from the NCAA national office are:

Richard Williams – President

Ken Beazer – Director of Athletics

Travis Ficklin – Faculty Athletic Representative

These same individuals have been designated by the institution and are authorized to contact WAC office for rules interpretations.

## **Procedure for Reporting Violations**

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. If the Office of Athletic Compliance determines that a violation has occurred, the Athletics Compliance Officer, in conjunction with the Faculty Athletic Representative (if more than a level III), will report the violation (or possible violation) to the NCAA national office and/or appropriate conference officials.

### **Reporting a Violation:**

- Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.
- The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may report an alleged violation anonymously.

### **To Whom Shall an Alleged Violation be Reported**

- a. If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Office of Athletics Compliance of the alleged violation in a timely manner.
- b. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
  - a. Senior Associate AD/Compliance/SWA, Assistant Director of Compliance, Compliance Coordinator, Athletic Director, Sport Administrator or FAR.

### **Level III Violation**

The Sr. Associate Athletic Director oversees the investigation and self-reporting of all NCAA violations or allegations of violations. For Level III violations, Sr. Associate Athletic Director for Compliance has direct oversight of the investigation and self-reporting processes. The Sr. Associate Athletic Director may seek counsel by individuals outside the Athletics Department, but is not mandated to report or incorporate individuals outside of athletics into the investigation process.

A **Level III** violation (NCAA bylaw 19.1.3) is one or more violations that are isolated or limited in nature; provide no more than a minimal impermissible benefit, or recruiting, competitive or other advantage.

### **Level I Violation**

A **Level I** violation (bylaw 19.1.1) is one or more violations that seriously undermine or threaten the integrity of the NCAA Collegiate Model, as set forth in the constitution and bylaws, including any violation that provides or is intended to provide a substantial or extensive recruiting, competitive other advantage, or a substantial or extensive impermissible benefit.

### **Level II Violation**

A **Level II** violation (bylaw 19.1.2) is one or more violations that provide or are intended to provide more than a minimal but less than a substantial or extensive recruiting, competitive or other advantage; include more than a minimal but less than a substantial or extensive impermissible benefit; or involve conduct that may compromise the integrity of the NCAA Collegiate Model as set forth in the constitution and bylaws.

For Level I and Level II violations, the Sr. Associate Athletic Director is required to immediately inform the violation or alleged violation to the following individuals: Athletic Director, FAR, President and the Office of General Counsel.

### **Level I and II Violations**

If the Sr. Associate Athletic Director for Compliance and the Faculty Athletic Representative determine that the allegation the allegation could result in Level I or Level II violations.

The Office of Athletics Compliance shall maintain a written record of all alleged violations. The record shall consist of the following:

- Date that the alleged violation was reported to the Office of Athletic Compliance and by whom the violation was reported.
- Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
- Institutional response to the violation, including any prescribed or institutionally implemented violations.
- If the allegation does not result in a violation, it will be documented as a non-violation. A detailed summary of the alleged violation, method of investigation and findings will be included.

## **Procedure for Conducting an Investigation of an Alleged Violation**

### **Level III Violations:**

- Notify AD and involved staff/parties.
- Such violation reports are completed by the Office of Athletics Compliance with the input of all identified individuals.
- Prepare a violation report consistent with NCAA guidelines.
- Advise the conference of the violation and review the report with them if appropriate.
- Level III reports are submitted directly to the NCAA via the Requests and Self-Report database online (RSRO).
- Notify involved parties, in writing, of required disciplinary actions and penalties. NCAA prescribed penalties and case precedent are followed unless circumstances warrant request for relief. The institution may impose stiffer penalties when deemed appropriate.
- Level III self-reporting will be completed by the Sr. Associate Athletic Director for Compliance. Copies of Level III self-reports must be provided to the President, AD, Office of General Counsel, FAR, the Western Athletic Conference and those staff members either named or with supervisory responsibilities in the area of the violation. The self-report should identify each individual receiving a copy of the self-report.
- Must retain a copy of each Level III violation.
- If at any point, information suggesting a violation may not be a Level III, the FAR, Office of General Counsel, and President will be notified and the process for Level I/Level II violations will commence. At that point the determination as to scope and direction of inquiry will be made by the Sr. Associate AD/Compliance Office and Office of General Counsel.
- NCAA required or self-imposed disciplinary actions and penalties often include issuing a letter of admonishment or reprimand. While letters of admonishment can be tailored on a case-by-case basis, such letters generally provide written notice to the responsible individual that his or her actions resulted in a violation that he or she needs to make a concerted effort to avoid a similar violation in the future. The letter serves as a warning with regard to the individual's actions and oversights. Letters of admonishment are issued by the AD via the Sr. Associate AD for Compliance. A letter of reprimand is considered a severe and more formal disciplinary action in response to an individual's conduct. While no specific language is required, letters of reprimand make clear that the individual's conduct is unacceptable and that the individual is being formally disciplined. Letters of reprimand are issued directly by the AD via the Sr. Associate AD for Compliance. The Department's human resource liaison and others as deemed appropriate by the AD are copied. All letters issued will be placed in their personal file.
- WAC violations (that are not NCAA violations) are reported directly to the WAC Office.
- A violation report are copied to the President, Athletic Director, Legal Counsel (designee) and coach/staff member involved.

**If there is a determination that an NCAA Level I (Severe Breach of Conduct) or NCAA Level II (Significant Breach of Conduct) violation may occur, then the Executive Sr. Associate Athletic Director for Administration proceeds as follows:**

- Consult with the University's Office of General Counsel and Athletic Director.
- Each interviewee will sign a 10.1 Statement and be reminded of the consequences for failure to report violations and will cooperate with investigations.
- Coaches and staff are expected to cooperate with the Sr. Associate Athletic Director for Compliance and legal counsel during violation inquiries and appeals. Failure to cooperate may result in additional remedial action by the NCAA and institutional discipline.
- The investigation will be conducted in a confidential manner. The Office of Athletic Compliance will conduct and coordinate interviews in coordination with the Office of General Counsel (or retained outside counsel). Office of General Counsel will be responsible for forming such committee to include the Sr. Associate Athletic Director for Compliance (unless conflict is inherent with the athletic department members) and other institutional personnel as deemed appropriate.
- Interviews will be taped unless the interviewee objects.
- At least two persons should conduct each interview.
- Unless the integrity of the investigation will be compromised, the President and Athletic Director will be informed of the progress of the investigation as permitted by the NCAA Enforcement Staff.
- Findings of the investigation will be prepared by the Sr. Associate Athletic Director for Compliance with the assistance of the Office of General Counsel and the FAR.
- Report is made directly to NCAA Enforcement and processed by the Committee on Infractions. Penalties are determined on a case-by-case basis in concert with the NCAA, its' case precedent and prescribed penalties. The institution may impose stiffer penalties if deemed appropriate.

**Information to be Included in Self-Reported Violations**

- The date and location of the violation
- The identities of involved student-athletes, coaches, staff members and any other individuals involved in the violation.
- The means by which the institution became aware of this information. Note: If a newspaper article alerted the institution, a copy of the article shall be included.
- The cause of the violation (e.g., lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.
- The institution's position regarding the violation and surrounding circumstance. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated. Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
- The Office of Athletics Compliance will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and the NCAA staff. Copies of the self-report will be sent to the following: Director of Athletics, Faculty Athletics Representative, the Conference Office, and involved staff member(s).
- Records and reports of confirmed violations will be maintained in the permanent files of the Office of Athletics Compliance.

## **Alleged Violations Involving Other NCAA Institutions**

- If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation(s) to the Sr. Associate Athletic Director for Compliance and/or the Athletic Director.
- The Sr. Associate Athletic Director for Compliance will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate staff members who have lodged the accusation. The Compliance Staff may then contact the compliance administrator or the athletics director at the accused member institution to request that the alleged violation be investigated.
- The Sr. Associate Athletic Director for Compliance may then contact the Western Athletic Conference or the NCAA staff and request that the Conference office or NCAA staff contact the accused institution or that institution conference.

## **Violation Bylaws**

**19.1.1 Severe Breach of Conduct (Level I Violation).** A severe breach of conduct is one or more violations that seriously undermine or threaten the integrity of the NCAA Collegiate Model, as set forth in the constitution and bylaws, including any violation that provides or is intended to provide a substantial or extensive recruiting, competitive or other advantage, or a substantial or extensive impermissible benefit. Among other examples, the following, in appropriate circumstances, may constitute a severe breach of conduct: (*Adopted: 10/30/12 effective 8/1/13, Revised: 7/31/14, 1/23/19 effective 8/1/19*)

- (a) Lack of institutional control;
- (b) Academic misconduct;
- (c) Failure to cooperate in an NCAA enforcement or Complex Case Unit investigation;
- (d) Individual unethical or dishonest conduct, regardless of whether the underlying institutional violations are considered Level I;
- (e) A violation of Bylaw [11.1.1.1](#) (Responsibility of Head Coach) by a head coach resulting from an underlying Level I violation by an individual within the sport program;
- (f) Cash payment or other benefits provided by a coach, administrator or representative of the institution's athletics interests intended to secure, or which resulted in, enrollment of a prospective student-athlete;
- (g) Third-party involvement in recruiting violations in which institutional officials knew or should have known about the involvement;
- (h) Intentional violations or reckless indifference to the NCAA constitution and bylaws; or
- (i) Collective Level II and/or Level III violations.

**19.1.2 Significant Breach of Conduct (Level II Violation).** A significant breach of conduct is one or more violations that provide or are intended to provide more than a minimal but less than a substantial or extensive recruiting, competitive or other advantage; include more than a minimal but less than a substantial or extensive impermissible benefit; or involve conduct that may compromise the integrity of the NCAA Collegiate Model as set forth in the constitution and bylaws. Among other examples, the following may constitute a significant breach of conduct: (*Adopted: 10/30/12 effective 8/1/13, Revised: 8/8/18 effective 10/15/18*)

- (a) Violations that do not rise to the level of Level I violations and are more serious than Level III violations;
- (b) Failure to monitor (such violations will be presumed Level II but may be deemed to be of a Level I nature if the failure is substantial or egregious);
- (c) Systemic violations that do not amount to a lack of institutional control;
- (d) Multiple recruiting, financial aid, or eligibility violations that do not amount to a lack of institutional control;
- (e) A violation of Bylaw [11.1.1.1](#) (Responsibility of Head Coach) by a head coach resulting from an underlying Level II violation by an individual within the sport program;
- (f) A violation of Bylaw [13.1.1.3](#) (Four-Year College Prospective Student-Athletes) as it relates to contact with a student-athlete; or
- (g) Collective Level III violations.

**19.1.3 Breach of Conduct (Level III Violation).** A breach of conduct is one or more violations that are isolated or limited in nature; provide no more than a minimal recruiting, competitive or other advantage; and provide no more than a minimal impermissible benefit. Among other examples, the following may constitute a breach of conduct: (*Adopted: 10/30/12 effective 8/1/13*)

- (a) Inadvertent violations that are isolated or limited in nature; or
- (b) Extra-benefit, financial aid, academic eligibility and recruiting violations, provided they do not create more than minimal advantages.

## **Standard Penalties for Level III Violations in Division I**

This information is meant only to provide guidance to institutions in self-imposing penalties in response to certain Level III violations. It is not exclusive and not representative of all violations that may occur or all penalties that may be imposed. Each Level III case is decided on its own merits, and penalties in a particular case may deviate from those listed below. Inclusion on this list does not establish a particular violation as Level III, as all bylaws listed could be Level I or Level II depending on the circumstances of the violations.

**NCAA Bylaws 11.5.1 and 13.1.2.1.1 violations** – *Certified Off-Campus Recruiters* – The institution should reduce the off-campus recruiting activities for the entire coaching staff of the involved sport by twice the number of days of the impermissible recruiting (i.e., evaluation days for impermissible evaluations, contact days for impermissible contacts, recruiting-person days).

**Bylaw 11.7 violations** – *Limitations on the Number and Duties of Coaches and Noncoaching Staff Members* – For violations of Bylaws 11.7.4.2, 11.7.5.2, and 11.7.6 that are isolated or limited in scope, the institution should reduce the number of coaches who may recruit off campus for twice the number of days of the impermissible recruiting.

**Bylaw 12.1.1.1.3 violations** – *Amateurism Certification Process* – For violations of Bylaw 12.1.1.1.3 in which a student-athlete competes prior to having amateurism certified by the Eligibility Center, the institution should pay a fine in the amount of \$500 for each contest in which a noncertified student-athlete competed, and \$500 for each noncertified student-athlete who competed, up to a maximum amount of \$5,000 per incident. Please note that other penalties may apply as well. The fine may be paid by credit card online within RSRO or by check payable to the NCAA and include the RSRO Level III Case Number. Checks should be submitted to:

NCAA  
P.O. Box 540014  
Atlanta, GA 30353-0014

If the institution is requesting an invoice, please use the Generate Invoice link found on the decision page for the specific self-report.

**Bylaw 12.6 violations** – *Financial Donations from Outside Organizations* – Any impermissible financial donations received from a professional sports organization should be deposited in the institution's general scholarship fund. Any impermissible financial donations from a nonprofessional sports organization should be returned to the organization.

**Bylaw 13 violations** – *Recruiting* – Most Bylaw 13 recruiting violations result in a 2-for-1 penalty. For example, if a coach has an impermissible in-person, off-campus contact with a prospect before August 1 at the beginning of the prospect's junior year of high school (or during a dead, quiet or evaluation period), the institution should count the impermissible contact as one of the permissible off-campus contact opportunities with that prospect, and reduce the remaining number of permissible off-campus contacts with that prospect by one. Please note that recruiting violations in football and basketball may result in more significant (e.g., 4-for-1) or other penalties as well.

**Bylaw 13.1.3 violations** – *Telephone Calls to Prospects* – For each impermissible call, institutions should preclude the entire coaching staff of the involved sport from utilizing the next two permissible calling opportunities with that prospect. In situations where there are unlimited calls, the institution should preclude the entire coaching staff of the involved sport from calling the prospect for a period of two

weeks. If recruitment of the specific prospect has ceased or the prospect has signed a letter of intent, the institution should preclude the entire coaching staff of the involved sport from calling any prospects for a period of one week (even if two or more calls are permissible during that week) for each impermissible call that was made.

**Note:** These violations no longer affect the prospect's eligibility for intercollegiate competition at the involved institution.

**Bylaw 13.4.1, 13.4.6, and 13.4.1.7 violations** – *Recruiting Materials and Electronic Correspondence* – For each impermissible mailing (or electronic correspondence) prior to the date it becomes permissible to send recruiting materials (or electronic correspondence), the institution should preclude the involved sport program from sending any recruiting materials/correspondence (written, electronic, etc.) to the prospect(s) for a period of two weeks once it otherwise becomes permissible to send such recruiting materials. If recruitment of the specific prospect has ceased or the prospect has signed a letter of intent, the institution should preclude the entire coaching staff of the involved sport from sending any recruiting materials/correspondence to any prospects for a period of one week for each impermissible mailing or electronic correspondence.

**Bylaw 13.10.2.1 violations** – *Publicity Before Commitment* – Social Media – For each impermissible comment or post, the institution should require the removal of the impermissible comment or post and provide rules education to the involved institutional staff member or student-athlete. NOTE: Some publicity/social media violations also may be considered impermissible correspondence and the penalties for Bylaw 13.4.1.7 apply as well.

**Bylaw 14 violations** – *Eligibility Requirements* – For violations of Bylaw 14 in which a student-athlete competes prior to being certified by the Eligibility Center (Bylaw 14.3) or institution (Bylaws 12.10.1 and 14.01.1), or in which a student-athlete competes while ineligible (no eligibility remaining, doesn't meet progress toward degree requirements, doesn't meet transfer requirements, etc.), the institution should pay a fine in the amount of \$500 for each contest in which a noncertified or ineligible student-athlete competed, and \$500 for each noncertified or ineligible student-athlete who competed, up to a maximum amount of \$5,000 per incident. Please note that other penalties may apply as well. The fine may be paid by credit card online within RSRO or by check payable to the NCAA and include the RSRO Level III Case Number. Checks should be submitted to:

NCAA  
P.O. Box 540014  
Atlanta, GA 30353-0014

If the institution is requesting an invoice, please use the Generate Invoice link found on the decision page for the specific self-report.

**Bylaw 15.5.3 violations** – *Equivalency Sports* – For violations in which the amount of the overage is less than 20 percent of the team financial aid limit, the institution should reduce the involved sport program's maximum team financial aid limit by twice the amount of the overage for the next academic year.

**Bylaw 16 violations** – *Awards, Benefits and Expenses for Enrolled Student-Athletes* – For Bylaw 16 violations in which the value of the impermissible benefit is \$200 or less, the involved student-athlete(s) must repay the value of the impermissible benefit to a charity prior to competing in the next contest (except for Bylaw 16.8.1 violations, which are de minimis and do not require repayment). Documentation of such repayment should be kept on file by the institution. Any Bylaw 16 violations for which the

institution would like to request eligibility be reinstated without repayment, or for which there is no monetary value, also should be sent to SAR through RSRO.

**Bylaw 17 violations** – *Playing and Practice Seasons* – All Bylaw 17 violations should result in a 2-for-1 reduction in countable athletically related activities (e.g., exceeding the 20 hour per week limit on practice activities by two hours should result in a four-hour reduction in practice activities the following week), except (1) Bylaw 17.1.5 (Mandatory Medical Examination); (2) Bylaw 17.3 (First Date of Competition), which should result in a letter of admonishment to the involved individual(s); and (3) Bylaws 17.10.2.4 and 17.10.6 involving the use of “spider pads” or “shock vests” in football during a time when only helmets are permissible, as long as no contact occurs and it is the first occasion the violation occurs (second or subsequent violations may result in practice reductions).

**Note:** Posting/re-posting of voluntary athletically related activities on the coaching staff/team social media account(s) should result in a minimum 30-minute CARA reduction for the entire team.

## **Head Coach Responsibilities – Level III Violation Coaching Suspensions**

Effective August 1, 2013, head coaches may be suspended for identified Level III violations committed by assistant coaches on or after August 1, 2013. The assistant coach or staff member who commits the violation also would face suspension. The list of identified Level III violations that provide for a suspension of the head coach includes:

### All Division I Sports:

- In-person, off-campus contacts during a dead period (particularly during the NLI signing dead period).
- Exceeding the permissible number of contacts with a prospective student-athlete.
- International or significant game-day simulations and/or impermissible recruiting aids.
- Providing team gear or other inducements to prospective student-athletes.
- Violations that occur as a result of engaging nonscholastic third parties in the recruiting process (e.g., prescheduled unofficial visits that are impermissibly funded, etc.).
- Collective recruiting violations and/or other intentional recruiting violations (e.g., multiple impermissible early phone calls, multiple impermissible contacts).
- Impermissible benefits to student-athletes by third parties that the coaching staff knows about or is involved with.
- Providing a written offer of athletically related financial aid to a prospective student-athlete prior to August 1 of the prospect's senior year in high school.

Division I Football: -- In addition to those identified above, an additional identified Level III violation for football:

- Holding 7-on-7 events on institution's campus and/or otherwise attending or being involved in nonscholastic events.

Division I Men's basketball – In addition to those identified above, violations that already provide for a suspension of the head men's basketball coach:

- Employment of individuals associated with prospects (IAWPs) in noncoaching staff positions.
- Employment of individuals associated with recruited prospects (IAWRPs) in an institutional or men's basketball staff member's camp or clinic.
- Institutional camp or clinic offers a different participation, registration procedure, fee structure, advertisement and/or logistical experience than other camps.
- Institutional or staff member provides money to a nonprofit foundation that expends the funds for the benefit of a nonscholastic team, prospective student-athlete(s) or an IAWP.
- Institution or staff member provides a consulting fee to an IAWP or to a consulting firm in which an IAWP has a proprietary or financial interest.
- Provision of event tickets to IAWPs in violation of NCAA legislation.
- Hosting of and/or involvement in nonscholastic events.
- Subscription to a recruiting service in violation of NCAA legislation.

\*Please note that Level III violations not on this list may also result in suspension of the involved coach(es).

## RULES EDUCATION

*Head and Assistant Coaches:* All coaches are required to attend any scheduled rules education meetings. If a coach is unable to attend the education session, they must meet with the Senior Associate AD/Compliance to receive the information presented. The education sessions may include the latest interpretations, new legislation, case studies, question-answer sessions, and/or a presentation of current and relevant information. In addition, the Compliance Office will distribute written notifications and reminders as necessary throughout the year.

*Student-Athletes:* The Compliance Office will meet with each team prior to the start of their season. Some of the issues the student-athletes will be informed of include:

- Eligibility
- Extra benefits
- Amateurism
- Employment
- Financial Aid
- Drug and alcohol use
- Gambling
- NIL
- Transfer Portal

*Athletic Representatives (Boosters):* Each Summer or fall, a member of the Compliance Office will meet with each booster organization to discuss their involvement in rules compliance. Items of discussion may include extra benefits, NIL recruiting and employment.

## RULES INTERPRETATION

Coaches and staff members are requested to seek rules interpretations whenever an NCAA or WAC rule is not clearly or obviously resolved by the NCAA manual. Those needing a rule interpretation are advised to ask the Sr. Associate Athletic Director/Compliance/SWA for clarification on the issue. **A rules interpretation request must be submitted in writing (via Jumpforward).** When the issue can be resolved by a straightforward application of a rule or prior interpretation, an oral interpretation will be provided, with a written interpretation if requested. If further research is required, the Compliance Office will contact the conference office or the NCAA directly. Once an interpretation is provided the Compliance Office will respond in writing to the staff member requesting the interpretation including a written statement of the facts, the question presented, the authority used to resolve the issue, and a brief analysis. If the Compliance Office feels other staff members may benefit from the interpretation, the interpretation will be disseminated to the department staff.

# **Bylaw 11**

## **Personnel**

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## **Employee Conduct and Employment of Athletics Personnel**

### **Honesty and Sportsmanship**

*JO.OJ.I Honesty and Sportsmanship.* Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### **Sports Wagering Activities**

*10.02.1 Sports Wagering.[#]* Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (Adopted: 4/26/07 effective 8/1/07)

*10.02.2 Wager.[#]* A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. (Adopted: 4/26/07 effective 8/1/07)

### **Responsibility for the Head Coach**

It is the responsibility of the Head Coach to promote an atmosphere of compliance within his or her program, as well as to monitor the activities regarding compliance of all assistant coaches, volunteer coaches, and other administrators involved with the program who report directly or indirectly to the Head Coach.

### **Responsibility for NCAA Violations**

**10.1 Unethical Conduct.** Unethical conduct by a prospective student-athlete or student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if the individual does not receive compensation for such work, may include, but is not limited to, the following: (*Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16*)

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- (e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 18.4.1.4.8; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- (f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

(g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

**10.2 Knowledge of Use of Banned Drugs.** A member institution's athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete's use at any time of a substance within the banned-drug classes, as set forth in Bylaw [18.4.1.4.6](#), shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in Bylaw [19.9](#).

### **Limitations on Number and Duties of Coaches**

**11.7.1 Designation of Coaching Category.** An individual who coaches and either is uncompensated or receives compensation or remuneration of any sort from the institution, even if such compensation or remuneration is not designated for coaching, shall be designated as a head coach, assistant coach, graduate student coach or student assistant coach by certification of the institution.

### **Countable Coach**

**11.01.2 Countable Coach.** A countable coach is an institutional staff member or any other individual outside the institution (e.g., consultant, professional instructor) with whom the institution has made arrangements who engages in off-campus recruiting activities or provides technical or tactical instruction related to a sport to a student-athlete at any time.

**11.01.2.1 Exception -- Postseason Practice Session -- Football.** In football, an employee of a professional sports organization or team who conducts a postseason practice session per Bylaw 17.11.7.4 is not considered a countable coach.

**11.01.2.2 Replacement Due to Extenuating Circumstances.** An institution may replace temporarily or on a limited basis one of its countable coaches if the coach is unable to perform any or all duties because of extenuating circumstances. The replacement coach may perform only those coaching, administrative or recruiting duties that the replaced coach is unable to perform.

### **Manager**

**11.01.6 Manager. [A]** A manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, hydration) and meets the following additional criteria: (*Adopted: 1/16/10 effective 8/1/10, Revised: 4/29/10 effective 8/1/10, 8/7/14, 6/12/19*)

- (a) The individual shall be appointed as a manager within seven years of the individual's initial full-time collegiate enrollment (Circumstances which are exempt from the application of a student-athlete's five-year clock per Bylaw 12.8.1 (e.g., military service, religious mission) are exempted from the application of the seven-year period);
- (b) The individual shall be a full-time undergraduate or graduate student (see Bylaws 14.2.2 and 14.2.2.1.5) at the institution for which the individual serves as a manager, except that during the individual's final semester or quarter of a degree program, the individual may be enrolled in less than a full-time program of studies, provided the individual is carrying (for credit) the courses necessary to complete the degree requirements;
- (c) The individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice) or competition (e.g., assist with warm-up activities) involving student-athletes on a regular basis;
- (d) The individual shall not provide instruction to student-athletes;
- (e) The individual shall not participate in countable athletically related activities (e.g., practice player) except as permitted in Bylaw 11.01.7-(c); and
- (f) The individual shall forfeit any remaining eligibility in the sport at the institution where the individual serves as a manager.

### **Graduate Student Coach**

A graduate student coach is any coach who has received a baccalaureate degree and has either received the individual's first baccalaureate degree or has exhausted athletics eligibility in football (whichever occurs later) within the previous seven years (time spent under contract as a professional football player is excepted from this requirement) and enrolled in graduate level coursework at the institution.

For an individual who did not participate in football, exhaustion of eligibility occurs at the expiration of the individual's five-year period of eligibility. The individual is not required to be enrolled in a specific graduate degree program unless required by institutional policy. The following provisions shall apply:

- The individual may not serve as a graduate student coach for a period of more than two years except that if the individual successfully completes 24 semester or 36 quarter hours during the initial two-year period, the individual may serve as a graduate student coach for a third year; and
- The individual may not evaluate or contact prospective student-athletes off campus

### **Student Assistant Coach**

A student assistant coach is any coach who is a student-athlete who has exhausted his or her eligibility in the sport or has become injured to the point that he or she is unable to practice or compete ever again. The student assistant coach must also meet the following criteria:

- Most recently participated in intercollegiate athletics at Utah Tech University and is currently enrolled at Utah Tech University;
- Is enrolled as a full-time graduate student within his or her five-year period of eligibility or is enrolled as a full-time undergraduate student in his or her first baccalaureate degree program, except that during his or her final semester or quarter of the degree program, he or she may be enrolled in less than a full-time degree program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements;
- Is not involved in contacting and evaluating prospective student-athletes off campus or scouting opponents off campus and does not perform recruiting coordination functions (see Bylaw 11.7.2).

### **Limitations on Scouting of Opponent**

Off-campus, in-person scouting of future opponents (in the same season) is prohibited. However, an institution's countable coaching staff may scout future opponents also participating in the same event, at the same site. Lastly, an institution's countable coaching staff may attend a contest in the institution's conference championship or an NCAA championship contest in which a future opponent participates (e.g., an opponent on the institution's spring non-championship-segment schedule participates in a fall conference or NCAA championship).

## **Coach/Staff Declaration Policy and Procedures**

### **Policy and Procedures:**

Prior to performing any job function, all UT coaches and staff, including volunteer coaches, must have completed a background check conducted by Human Resources.

### **Coach/Staff Declaration Form (JumpForward)**

1. Prior to August 1, the Head Coach will complete forms on JF. The form shall include all staff members, including non-coaching staff members and student managers.
2. The Office of Athletics Compliance will verify the sport is within their coaching limits and confirm those who are able to recruit off-campus have passed the Coaches Certification Test.
3. The Office of Athletics Compliance will distribute the completed Coach/Staff Declaration Form to the Head Coach, Sport Administrator, Athletic Director and SID.

### **Student Manager Guidelines**

1. The Office of Athletics Compliance will request the manager list from each sport.
2. The Office of Athletics Compliance will schedule a Rules Education Session for the managers to review NCAA rules, Sports Wagering, and Academic Integrity expectations.
3. Each manager will sign a Student-Manager Agreement following the session.

**11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities.** [A] A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) is prohibited from participating in on-court or on-field activities (e.g., assist with drills, throw batting practice, signal plays) and is prohibited from participating with or observing student-athletes in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games). *(Adopted: 1/16/10, Revised: 1/18/14 effective 8/1/14)*

**11.7.5 Championship Subdivision Football. [FCS]** In championship subdivision football, there shall be a limit of 11 head or assistant coaches and two coaches who may serve as either graduate assistant coaches or volunteer coaches. *(Revised: 1/10/91 effective 8/1/92, 1/16/93, 1/9/96, 1/12/04 effective 8/1/04, 12/15/06, 5/1/19)*

**11.7.5.1 Exceptions to Number Limits. [FCS]** No individual other than coaches designated to fill the coaching limit set forth in Bylaw [11.7.5](#) may participate in any manner in the coaching of the intercollegiate team of a member institution during any football game, practice or other organized activity, with the following exceptions:

**11.7.5.1.1 Weight or Strength Coach. [FCS]** A weight (strength and conditioning) coach may conduct flexibility, warm-up and physical conditioning activities prior to any game and prior to or during any practice or other organized activities without being included in the limitations on number of coaches.

**11.7.5.1.2 Student Assistant Coach. [FCS]** The limits on the number of coaches in this section do not apply to student assistant coaches (see Bylaw [11.01.5](#)). *(Revised: 1/10/91 effective 8/1/92, 1/15/16 effective 8/1/16)*

**11.7.5.2 Off-Campus Contact and Evaluation of Prospective Student-Athletes. [FCS]** Only those coaches who are counted by the institution within the numerical limitations on head and assistant coaches may contact or evaluate prospective student-athletes off campus. *(Revised: 4/28/05 effective 8/1/05, 1/19/13 effective 8/1/13)*

## **Certification to Recruit Off-Campus Policy and Procedures**

### **Policy and Procedures:**

1. All countable coaches as defined on the sport Coach/Staff Declaration Form are required to successfully pass the annual NCAA Coaches Certification Test. Successful completion of the test permits those individuals to place telephone calls, contact or evaluate any prospective student-athletes off-campus subject to NCAA legislation within NCAA Bylaws 11 and 13.
2. The Compliance Office will facilitate the annual NCAA Coaches Certification Test.
3. The annual NCAA Coaches Certification Test will be administered during the months of May, June, and July (or as needed contingent on staff transition).
4. The Office of Athletics Compliance will coordinate test dates with the Faculty Athletics Representative or designee.
5. Per NCAA guidelines those individuals who do not meet the minimum qualifying score for successful completion of annual Coaches Certification Test are required.
6. A person must receive a 80% percent to be considered successfully able to to recruit of campus.
7. Compliance office will keep and record (dates) of completion of all coaches staff members each year.



# UTAH TECH UNIVERSITY (UT) AGREEMENT FOR VOLUNTARY SERVICES

## SECTION ONE (To be completed by volunteer)

Full Legal Name \_\_\_\_\_ Digital ID (if known) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Volunteer Position & Description Applying For: \_\_\_\_\_

Valid driver's license number (if applicable): \_\_\_\_\_

In case of emergency, call: \_\_\_\_\_ Telephone # \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Doctor: \_\_\_\_\_

1. I have reviewed the description of work to be performed and amount of time required (see attached Volunteer Job Description).
2. I agree that all of the work that I perform under this agreement will be non-compensable; except for pre-approved compensation for actual expenses.
3. I give my permission and free use of my name, voice and picture in any media coverage of my volunteer service.
4. I understand that, if I am injured or involved in an accident while providing volunteer services to the University, the Worker's Compensation carrier for University will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc., will not be covered by insurance. I further agree to defend, indemnify and hold harmless Utah Tech and its employees and agents from and against any and all claims, demands, actions, judgments, and liabilities of every kind arising out of or related to my volunteer service.
5. I understand I may be subject to a criminal record check or other background investigation.
6. I understand that I am subject to all relevant Utah Tech Policies during my volunteer service.
7. I understand that either the University or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services, as described in the Work Description, to assist the University in its authorized work.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Parent/Guardian if under 18

\_\_\_\_\_  
Date

Volunteer Name: \_\_\_\_\_ Digital ID (if known) \_\_\_\_\_

**SECTION TWO**  
**(To be completed by the University)**

While this agreement is in effect, the University agrees to:

1. Accept this individual as a volunteer and recognize their rights under UCA 67-20-1 et. seq.
2. Authorize this individual to work as a volunteer according to the attached Work Description.
3. Reimburse the individual's pre-approved actual volunteer related expenses; to the extent, funds are available.
4. When applicable, authorize this individual to ride in, or operate a University motor vehicle. A copy of valid Utah driver's license and a certificate of completion of the State Division of Risk Management's Driver Training Program shall be attached to this form if the volunteer will be authorized to drive a vehicle while performing volunteer services.
5. The School may terminate this agreement at any time and for any reason.
6. If a background screen is deemed necessary, the department agrees to fund the screening. If applicable, please list Index Code here: \_\_\_\_\_

As the supervisor, I understand that should an injury occur to an individual while in a volunteer status, a "First Report of Injury" form must be completed and submitted to the Human Resource Office. The form can be completed here: <https://humanresources.utahtech.edu/forms/incident-injury-report/>

**A criminal background check is required for volunteers who have one-on-one contact with minors.**

Will the Volunteer require a background check? \_\_\_\_ Yes\* \_\_\_\_ No

Will a UT volunteer ID card be required? \_\_\_\_ Yes\* \_\_\_\_ No

Will a Utah Tech email be required? \_\_\_\_ Yes\* \_\_\_\_ No

\*Additional forms from Human Resources are required.

\_\_\_\_\_  
UT Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
UT Supervisor Printed Name

\_\_\_\_\_  
Location of Worksite (Campus Building and/or Physical Address)

**I grant authorization to utilize the services of the volunteer as noted in the work description.**

\_\_\_\_\_  
Director (or authorized representative) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Name and Signature

\_\_\_\_\_  
Date

**SECTION THREE**  
**(To be completed by the University)**

Assigned Position: \_\_\_\_\_

Dates and hours to be worked: \_\_\_\_\_

^End of Assignment Date/Time: \_\_\_\_\_



Permissible Recruiters and Staff Roster

|                   |                      |
|-------------------|----------------------|
| Sport *           | Academic Year *      |
| <div>Tennis</div> | <div>2023-2024</div> |

This form must be submitted to the Compliance Office with Declaration of Playing Season form.

|                          |             |                          |
|--------------------------|-------------|--------------------------|
| Position                 | Name        | Off-Campus Recruiter     |
| <div>Select one...</div> | <div></div> | <div>Select one...</div> |
| Position                 | Name        | Off-Campus Recruiter     |
| <div>Select one...</div> | <div></div> | <div>Select one...</div> |
| Position                 | Name        | Off-Campus Recruiter     |
| <div>Select one...</div> | <div></div> | <div>Select one...</div> |
| Position                 | Name        | Off-Campus Recruiter     |
| <div>Select one...</div> | <div></div> | <div>Select one...</div> |
| Position                 | Name        | Off-Campus Recruiter     |
| <div>Select one...</div> | <div></div> | <div>Select one...</div> |

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

Position

Name

Off-Campus Recruiter

**Remember:**

1. All coaches who are involved in Off-Campus recruiting activities must be certified.
2. Notification of changes in a coaching staff must be provided in writing to the Compliance Office.

Head Coach \*

Date \*

## Additional Staff Member Declaration - Approval

Form version 5, updated on Sep 15, 2022 08:31



### Manager/GA Declaration List

Please provide all manager/graduate assistant names that will be working, also attach transcripts for verification:

Sport: \_\_\_\_\_

Academic Year/Semester: \_\_\_\_\_

Name

Student ID#

Utah Tech Email

Name

Student ID#

Utah Tech Email

Name

Student ID#

Utah Tech Email

Name

Student ID#

Utah Tech Email

Name

Student ID#

Utah Tech Email

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Utah Tech Email

Name

Student ID#

Utah Tech Email



## Non-coaching Sport Specific Staff Member Form 2022-23

11.7.2.3 Exceptions -- Noncoaching Staff Members and Noncountable Coaches.

11.7.3 Noncoaching Staff Member with Sport-Specific Responsibilities.

The above NCAA Bylaw and the chart below address permissible and impermissible activities by non-coaching sport specific staff members. This form should be completed by all non-coaching sport specific staff members (non-clerical).

| PERMISSIBLE                                                                            | NON-PERMISSIBLE                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Observe practice (not for evaluation)                                                  | Coaching                                                                                                                                                                                              |
| Attend coaching staff only meetings involving coaching activities                      | Participation in instructional activities with student-athletes (on or off the court)                                                                                                                 |
| Analyze or evaluate video of the institution's or an opponent's team                   | On-court or on-field activities (e.g., assist with drills, throw batting practice)                                                                                                                    |
| Run practice clock                                                                     | Scouting opponents (other than on film)                                                                                                                                                               |
| Sit on bench, be in game huddle, and take notes for coach, provided no coaching occurs | Off-campus recruiting (contacts or evaluations)                                                                                                                                                       |
| Keeping play chart and charting statistics                                             | Observe practice for evaluation                                                                                                                                                                       |
| Coordinate pre- or post-game meals                                                     | Use equipment (e.g., blocking pad)                                                                                                                                                                    |
| Splicing game film, and coordinate filing and film exchange                            | Set up offenses, defenses, or strategy                                                                                                                                                                |
| Coordinate complimentary admissions                                                    | Provide analysis of a practice session                                                                                                                                                                |
| Scheduling/Arrange travel                                                              | Evaluation of game statistics with student-athletes                                                                                                                                                   |
| Tracking academics/compliance information                                              | Participating in practice drills                                                                                                                                                                      |
| Assign equipment                                                                       | Feed/retrieve balls                                                                                                                                                                                   |
| Send or receive letters/emails from NLI signees                                        | Recruiting correspondence to prospects                                                                                                                                                                |
| Make or receive phone calls from NLI signees                                           | Make phone calls to prospects, their parents, or HS/JC coaches, (Exception: to arrange logistics during and within 5 days before official visits or during and within 1 day before unofficial visits) |
| Be present at on-campus recruiting events (including                                   | Receive phone calls from prospects, their parents, or HS/JC                                                                                                                                           |

|                                                     |                                                                                                                                    |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| meals on official visits within 30 miles of campus) | coaches, unless unrelated to recruitment                                                                                           |
| Arrange and/or conduct campus tours                 | Student-athlete instruction                                                                                                        |
| Pick of prospective student-athletes at airport     | Observe voluntary workouts (e.g. pick up games)                                                                                    |
| Conduct clerical recruiting activities              | Attend an on- or off-campus athletics event in your sport that involves prospects (unless immediate family member is participating |
| Coordinate public service activities                | Report back to coach after observing a local high school game involving a family member                                            |
|                                                     | Contacting faculty, advisors, and other university offices and officers on campus                                                  |

I have reviewed the referenced bylaws and information above and agree not to engage in any impermissible NCAA regulated activities. I realize that I cannot provide any skill instruction to student-athletes and I cannot participate in any recruit activities except those permitted above.

Print Name \*

James Jones

Sport/Title \*

Baseball

Non-coaching Staff Member Signature \*

*James Jones*

Date \*

12/08/2022



## Manager - Approval

Form version 1, updated on Dec 08, 2022 11:00



### Student Manager Form

#### 11.01.7-Manager

A manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, hydration) and meets the following additional criteria.

- (a) The individual shall be appointed as a manager within seven years of the individual's initial full-time collegiate enrollment (Circumstances which are exempt from the application of a student-athlete's five-year clock per Bylaw 12.8.1 (e.g., military service, religious mission) are exempted from the application of the seven-year period);
- (b) The individual shall be a full-time undergraduate or graduate student (see Bylaws 14.2.2 and 14.2.2.1.5) at the institution for which the individual serves as a manager, except that during the individual's final semester or quarter of a degree program, the individual may be enrolled in less than a full-time program of studies, provided the individual is carrying (for credit) the courses necessary to complete the degree requirements;
- (c) The individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice) or competition (e.g., assist with warm-up activities) involving student-athletes on a regular basis;
- (d) The individual shall not provide instruction to student-athletes;
- (e) The individual shall not participate in countable athletically related activities (e.g., practice player) except as permitted in Bylaw 11.01.7-(c); and
- (f) The individual shall forfeit any remaining eligibility in the sport at the institution where the individual serves as a manager.

The above NCAA bylaw and the chart below address permissible and impermissible activities by student managers (it is not all inclusive).

| <u>Permissible</u>                                                                    | <u>Non-Permissible</u>                                                                                     |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Observe practice                                                                      | Coaching                                                                                                   |
| Participate in limited on court or on field activities during practice or competition | Provide instruction or participate in instructional activities with student-athletes (on or off the court) |
| Assist with drills, throw batting practice, assist in warm-up activities              | Participate in practice as a participant or practice player                                                |
| Hydration, laundry, and equipment                                                     | Off-campus recruiting (contacts or evaluations)                                                            |
| Coordinate pre or post game meals                                                     | Observe practice for evaluation                                                                            |
| Coordinate complementray admissions                                                   | Set up offenses, defenses, or strategy                                                                     |
| Scheduling/Arrange travel                                                             | Provide analysis of a practice session                                                                     |
| Keeping play chart and charting statistics                                            | Evaluation of game statistics with student athletes                                                        |
| Run practice clock at practice                                                        | Recruiting activities                                                                                      |
| Sit on bench, be in game huddle, provided no coaching occurs                          | Make or receive recruiting phone calls                                                                     |
| Feed/retrieve balls                                                                   | Scouting opponents                                                                                         |
|                                                                                       | Contacting faculty, advisors, and other university offices and officers on campus                          |

\*Provided the manager voluntarily feeds and retrieves balls during practice or warm ups and does not report back to the coaching staff or any other athletics department staff members and y information related to the activity and does not provide any tactical or technical instnction to the student athletes participating in the activity.

I have reviewed the referenced bylaws and information above and agree not to engage in any impermissible NCAA regulated activities. I verify that I meet the requirements to be a manager and realize that I cannot provide any skill instruction to Student-Athletes and I cannot participate in any recruiting activities.

Name

Sport

Signature



Date

MM/DD/YYYY 

Credit Hours Enrolled for Fall

Credit Hours Enrolled for Spring

## Affirmation of Association with a Basketball or Football Prospective Student Athlete and Prior Compliance with Rules

Applicant/Employee Name:

Pursuant to NCAA regulations, Dixie State may not employ any individual associated with a basketball (men's or women's) or football prospect (grades 9-12 or potential transfer) in any athletics department non-coaching staff position or strength and conditioning staff position for a two-year period before (still a prospect) or after (currently on the team) the prospect's actual enrollment at Dixie State. Furthermore, Dixie State is required to thoroughly evaluate an individual's record for rules compliance.

- Have you ever been involved with or cited for a violation of NCAA, conference or sports governing body's (e.g., high school, college, professional, National or international governing body) rules?

If yes, explain. Attach/submit additional pages if necessary.

- Are you being considered for a non-coaching position or a strength and conditioning staff position? **No**

If yes, review information below and respond to the questions. If no (i.e., you are being hired as a coach), sign and return.

An individual associated with a prospect (IAWP) is defined as:

- Any person who maintains (or directs others to maintain) contact with the prospect, the prospect's relatives or legal guardians, or coaches at any point during the prospect's participation in football or basketball; and
- Such contact is directly or indirectly related to either the prospect's athletic skills and abilities or the prospect's recruitment by or in enrollment in an NCAA institution.

Examples of individuals associated with a prospect could be any of, but not limited to, the following:

|                          |                                     |                           |
|--------------------------|-------------------------------------|---------------------------|
| -Parents/Legal Guardians | -Coaches (high school/college/club) | -Personal/Skills Trainers |
| -Relatives               | -Strength Coach                     | -Advisors                 |

Consistent with the above definition for what constitutes an IAWP, are you currently or previously been associated with any:

- Basketball (men's or women's) or football student-athlete that is in grades 9-12, currently enrolled at another college or looking to enroll in college, his/her relatives, legal guardian, or coaches? **No**
- Current Dixie State basketball (men's or women's) or football student-athlete? **No**

If yes to either, please list names and describe your relationship with each individual. Attach/submit additional pages if necessary.

**By signing below, I acknowledge that all information provided is complete and accurate to the best of my knowledge and I grant Dixie State and my prior employer(s) permission to release information related to my employment and commitment to rules compliance. I understand that this information will be used to ensure my employment with Utah Tech University complies with NCAA and WAC rules. I also agree to provide complete and truthful information regarding my relationship with any prospective or current student-athlete and my prior history of compliance with rules. Further, I understand that an offer of employment may be rescinded or terminated if I withhold or provide incomplete or inaccurate information.**

---

Applicant/Employee Signature

---

Date

**By signing below, I acknowledge that any basketball or football prospect who is associated with the above employee is ineligible for participation at Dixie State if the employee's hiring is within a two-year period before and after the prospect's actual enrollment, unless the prospect or current student-athlete's eligibility is reinstated by the NCAA. Based on my knowledge of this applicant, the information provided and/or attached appears to be complete and accurate.**

---

Head Coach/Supervisor Signature

---

Date

# **Bylaw 12**

## **Amateurism and Athletics Eligibility**

# Index

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## NCAA DIVISION I ONE-TIME TRANSFER FAQs

Student-athletes will want to seek assistance from their campus compliance administrator to ensure whether this one-time transfer exception will apply to their specific transfer situation. Student-athletes may also contact NCAA Customer Service at 317-917-6008 for general rules education. Please visit [ncaa.org/transfer](https://ncaa.org/transfer) to view additional NCAA transfer guides and resources.

### FAQ Topics—Quick Links

[Academic Eligibility](#)[Multiple Transfers](#)[Postgraduate  
Transfer  
Eligibility](#)[Recruiting and  
Impermissible  
Communication](#)[General Information](#)[One-Time Transfer  
Exception Criteria](#)

### One-Time Transfer Exception Criteria

**Q1:** For undergraduate student-athletes, what criteria must be met in order to utilize the Division I one-time exception to seek immediate transfer eligibility?

**A1:** In order to meet the criteria of the one-time transfer exception, the student-athlete must:

- » Transfer from a four-year collegiate institution to an NCAA Division I school;
- » Leave their current four-year school academically eligible;
- » Have not transferred previously from another four-year institution, and
- » Certify in writing, along with their new head coach, they did not have direct or indirect communication with the new school's athletics staff prior to entering the NCAA Transfer Portal.

Additionally, an undergraduate student-athlete must provide their current school with a written request to enter the NCAA Transfer Portal within the designated sport-specific [transfer windows](#). Other rules (e.g., disciplinary suspension at the previous school, transferable credits accepted by your new school, sport specific midyear transfer rules) may also factor into the campus compliance administrator's certification of transfer eligibility.

**Q2:** What happens if a student-athlete does not satisfy the one-time transfer exception criteria but still decides to transfer?

**A2:** In most cases, the student-athlete must attend full time and complete an academic year of residence at the new Division I school before being eligible for competition. Student-athletes should discuss additional transfer exceptions or eligibility options that may be available, depending on the specific transfer situation, with their campus compliance administrator.

## Multiple Transfers

- Q3:** What if a student-athlete previously transferred from a four-year school and would like to transfer again?
- A3:** Generally, a student-athlete who has previously transferred from another four-year school would not qualify for the one-time exception. There is an exception to this application if their previous transfer was due to the discontinuation or no sponsorship of their sport at their original school.

## Academic Eligibility

- Q4:** How does a student-athlete know if they will be academically eligible at the time they prepare to transfer from their current school?
- A4:** Student-athletes will want to seek assistance from their campus compliance administrator to ensure whether this one-time transfer exception will apply to their specific transfer situation prior to requesting entrance to the NCAA Transfer Portal.
- 

- Q5:** Are there other eligibility requirements a student-athlete must consider?
- A5:** Like all Division I student-athletes, an incoming transfer student-athlete will also need to meet minimum academic progress requirements at their new school to be eligible to compete. The requirements an individual student-athlete must meet depends on how far along they are in their degree progression, their sport, and the time of transfer (e.g., fall versus midyear). Compliance and academic staff at schools a student-athlete is considering will be able to help the student-athlete understand if they are on track to meet the necessary academic requirements. Additional information on the factors a student-athlete should consider before entering the NCAA Transfer Portal are highlighted in the mandatory [Division I Transfer Module](#).

## Recruiting and Impermissible Communication

- Q6:** Is a student-athlete who enters the NCAA Transfer Portal automatically eligible to compete at another Division I school?
- A6:** No. Entry into the NCAA Transfer Portal is required for student-athletes to permissibly contact (and be contacted by) other schools about transfer opportunities, but they still must qualify for a transfer exception and be academically eligible at their new school to compete immediately. For more information on the implications of entering the NCAA Transfer Portal, please consult the [Notification of Transfer](#) resource.
-

**Q7:** What happens if a student-athlete had impermissible communications, directly or indirectly, with coaching staff or boosters at the Division I school to which they transfer?

**A7:** Existing recruiting rules prohibit communication and contact with a student-athlete enrolled at another NCAA school prior to the student-athlete appearing in the NCAA Transfer Portal. These rules also prohibit the indirect use of third parties contacting individuals on the student-athlete's behalf (e.g., family member, scholastic or no scholastic coach, advisor). Certain violations of these rules can constitute a significant breach of conduct as it relates to the NCAA infractions process. A student-athlete's eligibility can be jeopardized at the school that engaged in impermissible communication.

## General Information

**Q8:** Does the sport you participate in matter when qualifying for this one-time exception?

**A8:** No. The one-time exception is available to transferring student-athletes in all Division I sports provided certain criteria are met.

---

**Q9:** Is the current four-year school the student-athlete is transferring from able to object to the student-athletes use of the one-time exception?

**A9:** No. The former written support requirement was removed from the one-time transfer exception criteria. Please note that the student-athlete's current school will still assist the new school with determining whether the necessary one-time exception criteria are satisfied by the student-athlete.

---

**Q10:** Does the one-time transfer exception apply to student-athletes transferring from two-year colleges?

**A10:** No. The exception only applies to students transferring between four-year collegiate institutions. To view two-year transfer eligibility requirements, please visit [ncaa.org/transfer](https://ncaa.org/transfer).

---

## Postgraduate Transfer Eligibility

**Q11:** What criteria does a student-athlete who has graduated with their baccalaureate degree need to meet to be eligible as postgraduate student at another Division I school?

**A11:** A student-athlete who graduates with remaining athletics eligibility may be eligible as a full-time postgraduate student at another Division I school provided they meet a Division I transfer exception from a four-year college.

---

**Q12:** Does a student-athlete who intends to use their remaining athletics eligibility after graduation at another school need to provide notification of transfer during the appropriate transfer window for their sport?

**A12:** No. A student-athlete who plans to enroll as a postgraduate at another school during the next term or academic year may request to enter the NCAA Transfer Portal at any time.

---

**Q13:** What if the student-athlete transferred previously from another four-year school as an undergraduate student?

**A13:** Generally, a student-athlete who has previously transferred from another four-year school would not be able to use the one-time exception as a postgraduate transfer. However, a waiver process exists for postgraduate students with a previous transfer history.

*Disclaimer: This document and other NCAA transfer guides and resources are intended to address frequently asked questions related to the NCAA Division I one-time transfer exception and are for educational purposes only. A campus compliance administrator must certify student-athlete transfer eligibility. General guidance and information for students considering transferring can be found at [ncaa.org/transfer](https://ncaa.org/transfer).*



**NCAA Division I Question and Answer Document**  
**Division I Proposal No. 2022-20**  
**Published: September 2, 2022**

This document contains questions and answers designed to assist the NCAA membership in understanding the application of NCAA Division I Proposal No. 2022-20, which was adopted by the NCAA Division I Board of Directors via emergency legislation on August 31, 2022. Additional questions will be addressed and updates are anticipated as further input is provided by the appropriate governance entities.

**Question No. 1:** May a student-athlete enter the NCAA Transfer Portal prior to the window opening for their sport?

**Answer:** No. However, the student-athlete would have access to an additional 30-day window during which to enter the NCAA Transfer Portal if their head coach departs or announces their intent to depart, or their athletics aid is canceled, reduced or nonrenewed (for reasons other than those specified in NCAA Division I Bylaws 15.3.4.2 or 15.3.5.1).

**Question No. 2:** Is a four-year student-athlete required to enter the NCAA Transfer Portal during their sport's window to use the one-time transfer exception at a second Division I institution?

**Answer:** Yes.

**Question No. 3:** When is a four-year transfer student-athlete required to enter the NCAA Transfer Portal during an applicable window to be able to use the one-time transfer exception at another Division I institution?

**Answer:** The applicable transfer windows apply to student-athletes seeking championship eligibility for the 2023-24 academic year. The transfer windows will open during the specified periods beginning late-fall 2022 through summer 2023.

**Question No. 4:** May a student-athlete enter the NCAA Transfer Portal if they miss the windows for their sport?

**Answer:** Yes. A student-athlete who did not enter the NCAA Transfer Portal during an applicable window may request to enter the NCAA Transfer Portal after the windows have ended and up until August 1 of the next academic year. A student-athlete who enters the Transfer Portal after the applicable windows close would not be eligible to use the one-time transfer exception but would have access to other four-year transfer exceptions, if applicable (e.g., nonrecruited/nonscholarship exception).

**Question No. 5:** Do the transfer windows apply to a four-year student-athlete who transfers at midyear after the 2022 fall term if their championship segment occurs during the 2023 spring term(s)?

**Answer:** No. Four-year student-athletes who elect to transfer after the 2022 fall term with a championship season occurring during the 2023 spring term(s) are not subject to the transfer windows since they have the potential to be immediately eligible for a championship segment that

occurs during the 2022-23 academic year. For example, a golf student-athlete who is a full-time student at another four-year institution during the 2022 fall term seeking to transfer at midyear may request to enter the Transfer Portal at any time since their championship season occurs during the 2022-23 academic year. Student-athletes with the potential to transfer and subsequently engage in championship competition during the 2022-23 academic year are the final cohort of four-year transfers who are not subject to the transfer windows. Please note, the midyear transfer provisions continue to apply even if a midyear transfer qualifies for the one-time transfer exception.

**Question No. 6:** Is a student-athlete who entered the NCAA Transfer Portal on August 30, 2022, subject to the transfer windows?

**Answer:** No. A student-athlete who entered the NCAA Transfer Portal prior to the adoption of Proposal No. 2022-20 is subject to the notification of transfer process and transfer rules that were effective prior to the rule change.

**Question No. 7:** May a spring sport student-athlete enter the NCAA Transfer Portal at midyear?

**Answer:** Yes. A 15-day fall window, from December 1 to December 15, is available for spring sport student-athletes to enter the NCAA Transfer Portal at midyear and have permissible recruiting contact with other institutions.

**Question No. 8:** Do midyear transfer provisions continue to apply?

**Answer:** Yes. While a midyear transfer may qualify for the one-time transfer exception by entering the NCAA Transfer Portal during the appropriate window, midyear transfer provisions (e.g., Bylaw 14.5.5.5 – Basketball and Baseball -- Midyear Enrollee) will continue to apply and may prohibit certain midyear transfers from competing immediately for the new Division I program during the winter/spring term(s) following transfer.

**Question No. 9:** What transfer window applies to a student-athlete who participates in more than one sport (e.g., football and outdoor track and field) for purposes of applying the one-time transfer exception?

**Answer:** A student-athlete who participates in more than one sport can request to enter the NCAA Transfer Portal during any window that is available for any of their sports. A multisport student-athlete who enters during the later occurring window (e.g., the 45 days after outdoor track and field championship selections) remains eligible to apply the one-time transfer exception in the sport with earlier windows (e.g., football) only if the student-athlete met the requirements to be considered a multi-sport student-athlete (Bylaw 15.5.9.7.1) during the academic year preceding the transfer.

**Question No. 10:** Are postgraduate student-athletes seeking to use any remaining eligibility at another Division I institution required to enter the NCAA Transfer Portal during the transfer windows for four-year transfers?

**Answer:** Yes, if the postgraduate student-athlete is seeking to establish their transfer eligibility using the one-time transfer exception. A postgraduate student who enters the NCAA Transfer Portal after the applicable window(s) close for their sport would remain eligible to use other applicable four-year transfer exceptions.

**Question No. 11:** If an undergraduate four-year transfer student-athlete is not offered athletics aid (e.g., a walk-on), must the institution provide the student-athlete financial aid through the completion of their five-year period of eligibility or until requirements to complete an undergraduate degree are satisfied, whichever comes first?

**Answer:** No.

**Question No. 12:** If an institution provides aid to an undergraduate four-year transfer student-athlete after the first year of residence at the certifying institution (e.g., midyear replacement in year two at the certifying institution), is the institution required to provide athletics aid for a period of no less than the student-athlete's five-year period of eligibility or until all requirements to receive a baccalaureate degree are completed, whichever occurs earlier?

**Answer:** Yes, and this aid may only be reduced or canceled if the student-athlete transfers to another institution or loses amateur status. NOTE: The requirement to provide financial aid to an undergraduate four-year transfer student-athlete through completion of the student-athlete's five-year period of eligibility or until undergraduate graduation, whichever comes first, would not supersede an institutional (as opposed to athletics department) decision to preclude the student-athlete from receiving financial aid as a result of an institutional disciplinary process.

**Question No. 13:** May an institution reduce or cancel an undergraduate four-year transfer student-athlete's athletics aid if the student-athlete enters the NCAA Transfer Portal, is rendered academically ineligible (i.e., fails to pass 18 credit-hours during the academic year following transfer), voluntarily withdraws from the team, or engages in serious misconduct? May an institution use nonathletically related terms or conditions to permissibly reduce or cancel four-year undergraduate transfer student-athlete's athletics aid?

**Answer:** No. Athletics aid for a student-athlete who transferred from a four-year institution may only be reduced or canceled if an exception listed in Bylaws 15.3.4.2.1 or 15.3.5.1.2 -- Exception -- Undergraduate Four-Year College Transfers, is satisfied. Further, there is no exception to exempt the athletics aid from team financial aid limits.

**Question No. 14:** May an institution cancel athletics aid if an undergraduate student-athlete enters the transfer portal?

**Answer:** Unless the individual is an undergraduate four-year transfer student-athlete, the act of providing notification of transfer is still a permissible reason to reduce or cancel athletics aid of a recipient who is not a four-year transfer student-athlete.

**Question No. 15:** Does the legislation permitting increases to athletics aid at any time continue to apply to undergraduate four-year transfer student-athletes?

**Answer:** Yes. Undergraduate four-year transfer student-athletes may receive increases to athletics aid. Consistent with the existing application of the legislation, such an increase must be considered in any subsequent renewal of the recipient's athletics aid agreement.

**Question No. 16:** Will a waiver process be available for an undergraduate four-year transfer student-athlete who does not meet a four-year transfer exception?

**Answer:** Yes. However, the Board identified broad standards for relief and charged the Council with determining the appropriate procedural mechanism to execute a new approach that is narrowly tailored and only offered to student-athletes who transfer: (1) for reasons related to the student-athlete's physical or mental health and well-being; or (2) due to exigent circumstances outside the student-athlete's control. NCAA Division I Council will review waiver guidelines to ensure a strict standard of review is applied to requests to waive either the applicable transfer window or the transfer residency requirement.

**Question No. 17:** Do the transfer windows inhibit a Division I student-athlete from complying with transfer requirements for other divisions (e.g., the June 15 notification of transfer date for use of the Division II one-time transfer exception)?

**Answer:** No.

## **Permissible/Impermissible Rules Reminders**

### **Annual Eligibility and Compliance Meeting**

Attendance at a pre-season eligibility meeting is mandatory. Several forms of documentation must be completed, signed, and on file, including, but not limited to, the student statement eligibility form, NCAA student-athlete statement, drug testing consent form, medical insurance, documentation of a passing physical exam, NCAA banned substance list, sports information card, etc.

The NCAA governs much of a student-athlete's academic and athletic life. This is NOT a complete list, so for all specific questions you MUST contact the Compliance Office.

#### **You MAY NOT:**

- Take pay or the promise of pay to compete in a sport
- Negotiate a professional sport contract and continue to compete at UT in that sport
- Retain an agent to act on your behalf for the purposes of negotiating a professional sport contract
- Receive any extra benefits from outside interest groups/individuals or the department (exception meals)
- Receive special discounts, credits, or payment for the purchase of airline tickets, clothing, equipment, service (e.g. laundry, dry-cleaning), rent, etc.
- Receive a loan of money from boosters
- Receive a guarantee of bond
- Receive the use of an automobile
- Receive transportation to and from a summer job
- Receive a benefit connected with on- or off-campus housing (e.g. tv's, stereos, recreational facilities)
- Sign or co-sign a note with an outside agency to arrange a loan
- Bet on sporting events or associate with known gamblers
- Commit a felony. Will result in the loss of Grant-In-Aid and/or loss of eligibility

#### **You MAY:**

- Receive any of the following from Utah Tech University:
  - Tutoring Expenses
  - Death and dismemberment insurance
  - Drug rehabilitation expenses
  - Career counseling
  - Counseling about a professional sport career from a panel appointed by the University President
  - Admission to regular season UT athletic events
- Compete within ten full-time semesters (excluding summer school) from the start of your enrollment at any institution
- Receive financial aid in the form of fees, books, room & board, tuition and possible cost of attendance
- Compete between academic terms if you were registered for 12 units in the term preceding the competition and meet all other rules pertaining to competition or eligibility – if approved by the Compliance Office
- Compete in Olympic, Pan American, or World University Games providing you were eligible to compete at the time of leaving UT
- Obtain a job, so long as compensated for work actually performed, not due to your status as a student-athlete
- Try out for a professional team, speak with head coach and the Compliance Office before accepting an invite

## impermissible Recruiting - Student Athlete

Form version 1, updated on Sep 28, 2022 09:27



### Impermissible Recruiting-Athlete Eligibility Certification

SU First/Last Name

Robb Rosenthal

Head Coach Name \*

By signing this form, parties confirm that no athletics staff member or other representative of the certifying institution's athletics interest communicated or contacted the student-athlete, directly or indirectly, prior to the student-athlete appearing in the NCAA Transfer Portal (see Division I Bylaw 13.1.1.3). Further, I confirm that no athletics staff member or other representative of the certifying institution's athletics interest communicated or made contact with any individual associated with the student-athlete (e.g., family member, scholastic or non scholastic coach, advisor) prior to the student-athlete appearing in the NCAA Transfer Portal other than permissible communication with the student-athletes scholastic or non scholastic coach related to another perspective student-athlete as permitted by NCAA rules.

Parties understand and acknowledge that violations of Bylaw 13.1.1.3 may constitute a significant breach of conduct as it relates to the NCAA infractions process and furthermore, impact the student-athlete's eligibility to compete in intercollegiate athletics for Utah Tech.

Students Signature \*



Please sign here

Date \*



Coach Signature \*

Date \*

**REMEMBER DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY! IF YOU HAVE ANY QUESTIONS, ASK THE COMPLIANCE OFFICE**

Mo Eckroth – Senior Associate Athletics Director for Compliance/SWA

[mo.eckroth@uathtech.edu](mailto:mo.eckroth@uathtech.edu)

Scott Crane – Compliance Coordinator

[scott.crane@utahtech.edu](mailto:scott.crane@utahtech.edu)

Robb Rosenthal – Assistant Director of Compliance

[robby.rosenthal@utahtech.edu](mailto:robby.rosenthal@utahtech.edu)

## Outside Competition Form - Coach Fill out

Form version 3, updated on Jan 30, 2023 10:59



### Outside Competition Approval Form

Student-Athlete Name: \*

Sport: \*

#### Competition Information

Name of Event/Competition: \*

Location of Event/Competition \*

Date(s) of Competition

Beginning Date \*

End Date \*

Who are you representing during this event/competition (e.g. competing unattached, country, etc.)? \*

Do you have a contact person for this event/competition? \*

☐ YES

☐ NO

If yes, please provide the following information

Contact's Name:

Contact's phone or email:

How are you getting to the Event/Competition? \*

Where are you staying during the Event/Competition \*

Will you be receiving any expenses? \*

☐ YES

☐ NO

If yes, please explain:

Additional Comments:

By entering signing this form, I indicate my understanding of the information shown and provided on this form, and it is my intent to sign the record, I certify that my answers are complete and correct and that any fraudulent information may make me ineligible for intercollegiate athletic competition and or athletically related financial aid at Utah Tech University. I understand that Utah Tech University may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

Student-Athlete Signature: \*

  
Please sign here

Coach Signature

  
Please sign here

## **Roster Change in Status Policy and Procedure**

### **Policy:**

1. The Eligibility Coordinator shall compile a list through JumpForward.
2. The squad lists shall be kept on electronic file, and such file shall be available for examination upon request by an authorized representative of another member institution, the NCAA, and, if the institution is a member of a conference, an authorized representative of the conference.
3. A supplementary squad list may be filed to add names of persons not initially on the squad or to indicate a change of status. Change of Status Form must be turned in on JumpForward for any new or dismissed SA's. No SA practices until cleared by Eligibility Coordinator and SA is on the Official Roster on Sharepoint.
4. A student-athlete's name must be on the official institutional form to qualify to represent the institution in intercollegiate athletics.
5. A dismissed SA, who is on athletic aid, is required to have a change of status form submitted AND approved on JumpForward by the Office of Athletic Compliance and Mike.

### **Procedure:**

1. All Student-Athletes must appear on the Squad List before their sport program's first practice every semester in order to be eligible for competition.
2. All squad lists must be submitted to the Conference Office at the end of the academic year.
3. The Head Coach completes and submits the Change of Status Form for any student- athlete who is to be added to or removed from the roster and Squad List to the Office of Athletics Compliance. Any changes in the student-athlete's financial aid are also included in the Change of Status Form.
4. The Eligibility Coordinator will update the roster on SharePoint and JumpForward based on the submitted Change of Status Form.
5. The Sport Staff, the Sports Communications Office, the Office of Athletics Compliance, the Office of Academic Records, Sport Medicine/Strength Staff, and Office of Equipment Operations will receive an email notification from Front Rush regarding the change in roster.
6. If the change in roster status impacts the student-athlete's financial aid, the Office of Athletic Compliance will scan and email the Financial Aid Office a copy of the Change of Status Form.
7. For student-athletes who have been removed from the team, the Change of Status Form must be completed within one (1) week of the date of the removal.
8. For student-athletes who have been added to the team, the Change of Status Form must be completed before they can practice or compete.

## Compliance

### CHANGE OF STATUS FORM

This form is to be filled out by the Head Coach any time there is a change of status of any of his or her student-athletes. This form must be turned in immediately after the status change of the student-athlete.

Student-athlete: \_\_\_\_\_ Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Sport: \_\_\_\_\_ Personal Email: \_\_\_\_\_

*Please note the following information regarding the above-named student-athlete.*

#### TEAM STATUS CHANGE:

- ☐ **New Squad Member**—Send the student-athlete to the compliance office to complete appropriate eligibility forms prior to any practice or competition.
- ☐ **Delete from Current Squad List.** (The student-athlete is no longer eligible to practice or compete with the team.) *Send the student-athlete to see Compliance following their status change/request for transfer portal.*

#### ☐ REDUCTION/CANCELLATION OF AID

| Reason for Deletion (Select One):                                                            | Reason for Reduction/Cancellation of Aid                                                         |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Cut or Dismissed from the team                                      | <input type="checkbox"/> Rendered ineligible for intercollegiate completion                      |
| <input type="checkbox"/> Withdrew from the institution _____                                 | <input type="checkbox"/> Fraudulently misrepresented information                                 |
| <input type="checkbox"/> Exhausted eligibility in the sport                                  | <input type="checkbox"/> Engaged in serious misconduct warranting a substantial penalty          |
| <input type="checkbox"/> Graduated                                                           | <input type="checkbox"/> Voluntarily withdrew from the team                                      |
| <input type="checkbox"/> Quit the team                                                       | <input type="checkbox"/> Other, please explain in detail (attach disciplinary action form) _____ |
| <input type="checkbox"/> Medical exception resulting from career ending injury or condition. |                                                                                                  |
| <input type="checkbox"/> Other _____                                                         |                                                                                                  |

*Signature Here...*

Coach Signature

Date

*Signature Here...*

Compliance Signature

Date

*Signature Here...*

Associate AD for SA Welfare

Date

☐ Cancellation of aid and appeal policy mailed on (date): \_\_\_\_\_

☐ Attached Email: SA was notified of the reason for deletion, reduction, or cancellation with SA signature or not valid. Hold on their account until the attachment is received.

## **Walk-On Student-Athlete Try-Out Policy and Procedures**

### **Policy and Procedures:**

1. A student who wishes to tryout as a walk-on to a Utah Tech University athletics team contacts the sport's coaching staff in order to acquire a Walk-On Practice/Compliance Review Form. Prospective walk-on student-athletes must direct specific questions concerning tryouts to coaching staff members.
2. The prospective walk-on student-athlete completes the form and returns it to the Head Coach of the respective sport.
3. The coach will then turn in the completed packet into the Compliance Office 10 days prior to the first day of the 14 try-out days for approval.
4. The Office of Athletics Compliance verifies that the student is enrolled and registered in a minimum full-time program (12 credit hours for undergraduate students and 8 credit hours for graduate students). If registered full time Eligibility Coordinator would then check for all applicable progress toward degree requirements. If it is determined by the Office of Athletics Compliance that the prospective walk-on student-athlete meets all requirements, the staff member will sign the paperwork and notify coaches, training staff, eligibility coordinator and strength training staff.
5. After all necessary paperwork is completed and submitted, the Office of Athletics Compliance compiles a list of all prospective walk-on student-athletes who were approved to tryout. The Office of Athletics Compliance submits the list to the coaches, training staff, eligibility coordinator and strength training staff.
6. After the sport's tryout has concluded, the coaching staff notifies the Office of Athletics Compliance which walk-on student-athletes have made the team by completing the Roster Change of Status form. Additions to the team's Squad List must be made within fourteen (14) days after the conclusion of tryouts or the institution's first date of competition, whichever occurs earlier.
7. Compliance Office will schedule education for those SA's kept on the team. Compliance will go over the SA Handbook, UT Student-athlete Code of Conduct, and normal beginning of the year orientation for those student-athletes.
8. Eligibility Coordinator will be responsible for updating all Rosters and JumpForward rosters.

## **Student-Athlete Policy and Procedures**

### **Policy and Procedures:**

**Rules Education Programs.** In order to ensure compliance with applicable University, affiliated athletic conference and NCAA rules, the Office of Athletics Compliance shall conduct an extensive rules education program with student-athletes and involved parties regarding potential scenarios that might be encountered. The following programs are conducted to ensure student-athletes, their families, friends and other third parties are educated in order to adequately prevent NCAA violations:

- Conduct individual educational meetings with elite student-athletes to review agent regulations, professional draft status, disability insurance and other issues impacting student-athletes.
- Educate student-athletes regarding the various individuals who work with agents.
- Educate the parents/guardians of student-athletes regarding the importance of reviewing NCAA travel regulations, extra benefit and preferential treatment regulations and conduct with agents and runners.
- Educate local business owners regarding NCAA rules and impermissible benefits.

**Monitoring Initiatives.** The following monitoring initiatives ensure that student-athletes do not receive impermissible benefits.

- Establish relationships with the family, friends and other individuals closely associated
- With student-athletes to ensure knowledge of NCAA regulations.
- Monitor recipients of the student-athlete's complimentary tickets and establish contact with those individuals as needed.
- All student-athletes MUST submit their vehicle registration via JumpForward.
- Conduct annual audits of car registration and cellular provider records, as well as monitor places of residence for student-athletes and their families and/or other closely associated individuals.
- Attend training camps, workouts with personal trainers and other events attended by student-athletes.
- Monitor social venues that are frequented by student-athletes.

## Promotional Activity Policy and Procedures

### Policy and Procedures:

1. **Departmental Obligation.** The Athletics Department has an obligation to protect the student-athlete from excessive or impermissible public appearances per NCAA Bylaw 12.5. The protection of the student-athlete's time must be carefully balanced with the institution's welfare; therefore, a screening process is utilized in order to evaluate each request on a case-by-case basis.
2. **Non-Permissible Activities for Student-Athletes.**
  - A student-athlete may never make an appearance on behalf of a commercial entity or in a charitable activity at the location of a commercial establishment if the activity is cosponsored by a commercial business that hasn't been approved previously as a NIL deal.
  - With the exception of speaking at his/her former high school, a student-athlete may not make a high school appearance until the Office of Athletics Compliance outlines the parameters of permissibility.
3. **Permissible Activities for Student-Athletes.**
  - Any recognized entity of Utah Tech University, the WAC, or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities, provided that certain conditions are met and the activity is not located at and/or sponsored by a commercial business.
  - Educational appearances are restricted to grade 8 and lower.
4. **Unavailable Time Periods.** Appearances may not be available during the following time periods:
  - August (exceptions available for UT related events)
  - Final Exams
  - Spring Break
  - Summer Term (May-July)
  - During Postseason Competition

### Procedure:

1. The Office of Athletics Compliance educates all student-athletes to decline all invitations for public appearances or events until receiving approval from the Athletics Department.
2. All requests for student-athlete appearances (internal and external) are submitted to the Associate Athletics Sr. Director of Compliance ONE MONTH prior to the appearance by coaching staff. The Utah Tech Athletics Team Community Engagement, Charitable Activity, or Fundraiser Form indicates the team or individual student-athletes involved and the basic parameters of the event or appearance. The Associate Athletics Director for External Relations submits written approval prior to all student-athlete appearances.
3. All promotional/community service requests are coordinated by the Associate Athletics Director for External Relations for approval.
4. If approved, it will be submitted to the Office of Athletics Compliance.

## Community Engagement/Fundraisers - filling

Form version 2, updated on Jan 06, 2023 14:28



### Utah Tech Athletics Team Community Engagement, Charitable Activity, or Fundraiser Form

Team \*

Type of project: \*

What is the purpose of the project? \*

Who will be handling the money and have they completed UT's cash handling policy?

Coach Signature \*

  
Please sign here

Administration Signature \*

  
Please sign here

# HARDSHIP WAIVER APPLICATION – INDIVIDUAL SPORTS

Institution: \_\_\_\_\_

Season Requesting Waiver: \_\_\_\_\_

Student-Athlete Name: \_\_\_\_\_

Sport: \_\_\_\_\_

## REQUIRED DOCUMENTATION CHECKLIST

|                                                                                                                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Competition schedule (must identify NCAA Bylaw 17 exemptions, “last chance” competitions and how multiday competitions were counted for both purposes of Bylaw 17 maximum and student-athlete’s competition count). | <input type="checkbox"/> |
| Student-athlete participation record (must include any outside competition while not representing institution).                                                                                                     | <input type="checkbox"/> |
| Contemporaneous medical documentation that establishes inability to compete for remainder of playing season.                                                                                                        | <input type="checkbox"/> |

## STUDENT-ATHLETE PARTICIPATION AND INJURY/ILLNESS SUMMARY

|                                                                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| A. Number of dates of competition in which SA participated. <sup>①</sup>                                                                                    |  |
| B. Total number of dates of competition in which SA participated that are exempted per Bylaw 17 (e.g., alumni contests, foreign team in the United States). |  |
| C. Date SA’s injury or illness occurred as supported by medical documentation.                                                                              |  |
| D. Date of SA’s final competition representing institution.                                                                                                 |  |

## THREE DATES OF COMPETITION OR 30 PERCENT CALCULATION

|                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|
| E. SA’s competition count (= A – B).                                                                                                          |  |
| F. “3” requirement met if $E \leq 3$ .                                                                                                        |  |
| G. Enter corresponding 30% value from Figure 1 based on whether institution’s conference conducted a conference championship (30% of season). |  |
| H. 30% requirement met if $E \leq G$ .                                                                                                        |  |

## FIRST HALF OF SEASON CALCULATION

|                                                                                                                                                            |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| I. First date of competition used by any individual on the team.                                                                                           |                          |
| J. Last date of competition used by any individual on the team. <sup>①</sup>                                                                               |                          |
| K. Enter the number of calendar days between the dates in lines I and J (include the actual days noted in lines I and J in the total).                     |                          |
| L. Enter the total number of calendar days in any break(s) in the declared season. <sup>①</sup><br>• Enter “0” if there was no break.                      |                          |
| M. Total number of calendar days in season excluding breaks (= K – L).                                                                                     |                          |
| N. Number of days in first half of season – Round <b>UP</b> if result is a fraction (= M / 2).                                                             |                          |
| O. Starting with date in line I, count the number of days in line N. Enter resulting calendar date here. (Last date of first half of season). <sup>①</sup> |                          |
| P. Date of first competition after date on line O (First competition of second half of season).                                                            |                          |
| Q. Did SA compete in outside competition (e.g., unattached) during second half of season? <sup>①</sup>                                                     | <input type="checkbox"/> |
| R. First half of season requirement met if C and D are both earlier than P <u>and</u> ; Q is “No.”                                                         |                          |

## FINAL RESULTS

|                                        |                                                |                                                             |                                          |
|----------------------------------------|------------------------------------------------|-------------------------------------------------------------|------------------------------------------|
| THREE OR 30%: <input type="checkbox"/> | FIRST HALF OF SEASON: <input type="checkbox"/> | APPROPRIATE MEDICAL DOCUMENTATION: <input type="checkbox"/> | FINAL DECISION: <input type="checkbox"/> |
|----------------------------------------|------------------------------------------------|-------------------------------------------------------------|------------------------------------------|

**FIGURE 1: DENOMINATOR IN PERCENT COMPUTATION - INDIVIDUAL SPORTS**

*(To be used when completing Line H of the Hardship Waiver Application – Individual Sports)*

| <b>Sport</b>                 | <b>Denominator if institution is a member of a conference and the conference conducted a championship in the applicable sport</b> | <b>30 percent of dates of competition including conference championship</b> | <b>Denominator if institution is not a member of a conference or conference does not conduct a championship in the applicable sport</b> | <b>30 percent of dates of competition with no conference championship</b> |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Bowling, Women's             | 33                                                                                                                                | 10                                                                          | 32                                                                                                                                      | 10                                                                        |
| Cross Country                | 8                                                                                                                                 | 3                                                                           | 7                                                                                                                                       | 3                                                                         |
| Equestrian, Women's          | 16                                                                                                                                | 5                                                                           | 15                                                                                                                                      | 5                                                                         |
| Fencing                      | 12                                                                                                                                | 4                                                                           | 11                                                                                                                                      | 4                                                                         |
| Golf                         | 25                                                                                                                                | 8                                                                           | 24                                                                                                                                      | 8                                                                         |
| Gymnastics                   | 14                                                                                                                                | 5                                                                           | 13                                                                                                                                      | 4                                                                         |
| Rifle                        | 14                                                                                                                                | 5                                                                           | 13                                                                                                                                      | 4                                                                         |
| Skiing                       |                                                                                                                                   |                                                                             |                                                                                                                                         |                                                                           |
| Alpine                       | 17                                                                                                                                | 6                                                                           | 16                                                                                                                                      | 5                                                                         |
| Nordic                       | 17                                                                                                                                | 6                                                                           | 16                                                                                                                                      | 5                                                                         |
| Swimming and Diving          | 21                                                                                                                                | 7                                                                           | 20                                                                                                                                      | 6                                                                         |
| Tennis                       | 26                                                                                                                                | 8                                                                           | 25                                                                                                                                      | 8                                                                         |
| Track and Field (both)       |                                                                                                                                   |                                                                             |                                                                                                                                         |                                                                           |
| Indoor                       | 10                                                                                                                                | 3                                                                           | 9                                                                                                                                       | 3                                                                         |
| Outdoor                      | 10                                                                                                                                | 3                                                                           | 9                                                                                                                                       | 3                                                                         |
| Indoor Track and Field only  | 19                                                                                                                                | 6                                                                           | 18                                                                                                                                      | 6                                                                         |
| Outdoor Track and Field only | 19                                                                                                                                | 6                                                                           | 18                                                                                                                                      | 6                                                                         |
| Triathlon, Women's           | 7                                                                                                                                 | 3                                                                           | 6                                                                                                                                       | 2                                                                         |
| Wrestling                    | 17                                                                                                                                | 6                                                                           | 16                                                                                                                                      | 5                                                                         |

## HARDSHIP WAIVER APPLICATION – TEAM SPORTS

Institution: \_\_\_\_\_

Season Requesting Waiver: \_\_\_\_\_

Student-Athlete Name: \_\_\_\_\_

Sport: \_\_\_\_\_

### REQUIRED DOCUMENTATION CHECKLIST

|                                                                                                                                                |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Team competition schedule (must identify NCAA Bylaw 17 exemptions, legislated scrimmages and exhibitions and QRSMTTE contests, if applicable). | <input type="checkbox"/> |
| Student-athlete participation record (must include any outside competition while not representing institution).                                | <input type="checkbox"/> |
| Contemporaneous medical documentation that establishes inability to compete for remainder of playing season.                                   | <input type="checkbox"/> |

### STUDENT-ATHLETE PARTICIPATION AND INJURY/ILLNESS SUMMARY

|                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| A. Number of regular season contests or dates of competition in which SA competed. <sup>①</sup>                                                                                                                                                                                                 |  |
| B. If sport is <b>Basketball (BB)</b> , <b>Field Hockey (FH)</b> , <b>Women's Lacrosse (WLA)</b> , <b>Rugby (RU)</b> , <b>Soccer (SO)</b> or <b>Women's Volleyball (WVB)</b> , enter number of scrimmages and exhibitions in which SA participated.<br>• If any <b>other sport</b> , enter "0." |  |
| C. Date SA's injury or illness occurred as supported by medical documentation.                                                                                                                                                                                                                  |  |
| D. Date of SA's final competition representing institution.                                                                                                                                                                                                                                     |  |

### INFORMATION FROM COMPETITION SCHEDULE – CHOOSE ONE METHOD

| COMPLETED METHOD                                                                                                                                                                                    |  | SCHEDULED METHOD                                                                                                                                                                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| C1. Bylaw 17 playing schedule maximum for the sport. <sup>①</sup>                                                                                                                                   |  | S1. Bylaw 17 playing schedule maximum for the sport. <sup>①</sup>                                                                                                                                   |  |
| C2. Number of completed contests or dates of competition. <sup>①</sup>                                                                                                                              |  | S2. Number of scheduled contests or dates of competition. <sup>①</sup>                                                                                                                              |  |
| C3. If sport is <b>BB</b> , <b>FH</b> , <b>WLA</b> , <b>RU</b> , <b>SO</b> or <b>WVB</b> : Number of completed scrimmages and exhibitions. <sup>①</sup><br>• If any <b>other sport</b> , enter "0." |  | S3. If sport is <b>BB</b> , <b>FH</b> , <b>WLA</b> , <b>RU</b> , <b>SO</b> or <b>WVB</b> : Number of scheduled scrimmages and exhibitions. <sup>①</sup><br>• If any <b>other sport</b> , enter "0." |  |
| C4. Number of completed Bylaw 17 exemptions. <sup>①</sup>                                                                                                                                           |  | S4. Number of scheduled Bylaw 17 exemptions. <sup>①</sup>                                                                                                                                           |  |
| C5. Enter "1" if team participated in the conference championship.<br>• Otherwise, enter "0."                                                                                                       |  | S5. Enter "1" if conference championship appeared on the schedule prior to the first competition of the season.<br>• Otherwise, enter "0."                                                          |  |

### THREE CONTESTS/DATES OF COMPETITION OR 30 PERCENT CALCULATION

If sport is **FH, WLA, RU, SO** or **WVB**: Choose to include or exclude exhibitions and scrimmages for three contests or 30 percent <sup>①</sup>

*\*NOTE: If the inclusion method is chosen, C6 and S6 = A and the calculation for C8 = C2 + C5 and S8 = S2 + S5.*

| COMPLETED METHOD                                                          |                      | SCHEDULED METHOD                                                          |                      |
|---------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------|----------------------|
| C6. SA's competition count (= A - B). <sup>①</sup>                        | <input type="text"/> | S6. SA's competition count (= A - B). <sup>①</sup>                        | <input type="text"/> |
| C7. "3" requirement met if $C6 \leq 3$ .                                  | <input type="text"/> | S7. "3" requirement met if $S6 \leq 3$ .                                  | <input type="text"/> |
| C8. Denominator for percent of season used (= C2 - C3 + C5). <sup>①</sup> | <input type="text"/> | S8. Denominator for percent of season used (= S2 - S3 + S5). <sup>①</sup> | <input type="text"/> |
| C9. 30% of season - Round UP if fraction (= 0.3 * C8).                    | <input type="text"/> | S9. 30% of season - Round UP if fraction (= 0.3 * S8).                    | <input type="text"/> |
| C10. 30% requirement met if $C6 \leq C9$ .                                | <input type="text"/> | S10. 30% requirement met if $S6 \leq S9$ .                                | <input type="text"/> |

### FIRST HALF OF SEASON CALCULATION

| COMPLETED METHOD                                                                                                                             |                      | SCHEDULED METHOD                                                                                                                             |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| C11. Completed contests or dates of competition minus Bylaw 17 exemptions (= C2 - C4).                                                       | <input type="text"/> | S11. Scheduled contests or dates of competition minus Bylaw 17 exemptions (= S2 - S4).                                                       | <input type="text"/> |
| C12. Lesser of Bylaw 17 maximum (C1) and C11.                                                                                                | <input type="text"/> | S12. Lesser of Bylaw 17 maximum (S1) and S11.                                                                                                | <input type="text"/> |
| C13. Total contests or dates of competition in season (= C12 + C5).                                                                          | <input type="text"/> | S13. Total contests or dates of competition in season (= S12 + S5).                                                                          | <input type="text"/> |
| C14. First competition of second half of season (Find value of C13/2. If value is fraction, round UP; if value is whole, add 1).             | <input type="text"/> | S14. First competition of second half of season (Find value of S13/2. If value is fraction, round UP; if value is whole, add 1).             | <input type="text"/> |
| C15. Date of first competition of second half of season. Using C14, find the corresponding date of competition on the schedule. <sup>①</sup> | <input type="text"/> | S15. Date of first competition of second half of season. Using S14, find the corresponding date of competition on the schedule. <sup>①</sup> | <input type="text"/> |
| C16. Did SA compete in any outside competition during second half of season? <sup>①</sup>                                                    | <input type="text"/> | S16. Did SA compete in any outside competition during second half of season? <sup>①</sup>                                                    | <input type="text"/> |
| C17. First half of season requirement met if C and D are both earlier than C15 and; answer to C16 is "No."                                   | <input type="text"/> | S17. First half of season requirement met if C and D are both earlier than S15 and; answer to S16 is "No."                                   | <input type="text"/> |

### FINAL RESULTS

|                                    |                                            |                                                         |                                      |
|------------------------------------|--------------------------------------------|---------------------------------------------------------|--------------------------------------|
| THREE OR 30%: <input type="text"/> | FIRST HALF OF SEASON: <input type="text"/> | APPROPRIATE MEDICAL DOCUMENTATION: <input type="text"/> | FINAL DECISION: <input type="text"/> |
|------------------------------------|--------------------------------------------|---------------------------------------------------------|--------------------------------------|



---

**Student-Athlete**

The information and documentation that is provided within this application concerning my participation and medical history have been thoroughly reviewed and I certify that this information is correct. I understand that I will be represented by my institution in the submission of this waiver to the WAC and in any subsequent proceedings. I am aware that the information contained within this petition will be reviewed by the WAC and is subject to appeal to the NCAA, and I authorize the release of my university records and medical documentation for this purpose.

---

*Signature of Student-Athlete*

---

*Date*

**Institutional Representatives**

My signature below indicates that I certify that the information contained within this medical hardship waiver is authentic and correct and that the student-athlete's injury or illness resulted in his/her incapacity to compete for the remainder of the traditional playing season as determined.

---

*Signature of Coach*

---

*Date*

---

*Signature of Athletics Director (or designee)*

---

*Date*

---

*Signature of Compliance Coordinator*

---

*Date*

---

*Signature of Faculty Athletics Representative*

---

*Date*

## **Agent/Advisor Registration Policy and Procedures**

### **Policy & Procedure:**

The Utah Tech University Athletic Department maintains the following policy on agents (as defined by the NCAA bylaws) and other representatives involved in the professional sports market (the “Agent Policy”). The Agent Policy is designed to monitor outside organizations and individuals who would like to contact UT student-athletes for the purpose of representation with a professional sports organization and/or in the professional sports market.

The Agent Policy seeks to ensure that communication and interaction by individuals seeking to contact, represent and promote UT student-athletes in the professional sports market is consistent with NCAA regulations, any applicable Federal or state laws, and also that such individuals are registered with the state of Utah under the Uniform Athlete Agents Act, with the Utah Tech University Athletic Department and have accepted the stipulations of the Agent Policy.

The Athletic Department has delegated oversight and supervision of the Agent Policy to the Office of Athletic Compliance.

### **Overview**

NCAA rules and regulations stipulate that both prospective and current student-athletes are ineligible for intercollegiate competition at Utah Tech University if an agent directly or indirectly represents [or attempts to represent] any such prospective or current student- athlete. Both written and oral agreements for representation are applicable. This includes, but is not limited to, representation related to marketing athletic ability or reputation for financial gain, obtaining any type of [financial gain or benefit from securing a prospective student- athlete's enrollment at an educational institution] or from a student-athlete's potential earnings as a professional athlete. This includes agreements that are not sport-specific.

### **Activities Considered Under Agent Policy**

- Soliciting or contacting UT student-athletes for the express purpose of representation in the professional sports market. For purposes of this Agent Policy, contact includes both direct and indirect contact, including, but not limited to face-to-face interaction and electronic communication, including social media.
- Negotiating financial compensation or benefits with a professional sports organization or entities related to sports organizations, including commercial sponsors.
- Counseling or advising for the purpose of negotiating with a professional sports organization or entities related to sports organizations.
- Making representations to a professional sports organization or entities related to sports organizations regarding an individual's worth, or potential worth, as a professional.
- Any other activities that can be interpreted as representation for financial compensation in the professional sports market or related industries.

### **Registration Policy**

All individuals who wish to speak to a Utah Tech University student- athlete must make their intentions known to the Athletic Department. The individual must do so by completing the UT Athletic Department Agent Registration Form (“UT registration form”). Additionally, any individual contacted by a student-athlete with respect to the professional sports market or related industry representation must also complete the UT Athletic Department Agent Registration Form.

Upon receipt of the completed UT registration form, the applicant will be approved or denied registration with the Athletic Department Agent Program.<sup>2</sup> A confirmation letter will be sent to the individual providing notification of

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<sup>2</sup> Utah Tech University reserves the right to deny

the decision and the head coach of the respective program will also be informed. If the Athletic Department denies the approval of an applicant, he or she may request a meeting to appeal and discuss the decision.

By signing the UT registration form, the individual represents that he or she has read and will be bound by the Athletic Department Agent Policy. By completing and signing the form and upon approval by the Athletic Department, the registered agent/representative acknowledges and agrees to the following:

- Any registered agent/representative will be bound by and must conform to the Athletic Department Agent Policy, and shall not willfully evade, violate, or circumvent the policy or process.
- Any registered agent/representative may be removed from the Program if the Athletic Department, faculty, or staff members acquire knowledge that statements made on the registration form are false or that the registered agent/representative has violated the Agent Policy.

Individuals denied registration by the Athletic Department are not permitted to contact any student-athlete.

- Men's Basketball Agents:
  - In Men's Basketball, any individual who solicits a prospective or current student-athlete to enter into a contract or attempts to obtain employment for an individual with a professional sports team or organization as a professional athlete must be certified and maintain active certification per the policies and procedures of the NCAA agent certification program.
  - In Men's Basketball, after the conclusion of the playing season, a student-athlete who has requested an evaluation for the NBA Undergraduate Advisory Committee may be represented by an NCAA-Certified agent.

In accordance with NCAA, the State of Utah Uniform Agents Act and the respective professional sports organization regulations governing agent activity, the Utah Tech University Athletic Department holds the welfare of its student-athletes and the reputation of the University as its highest priorities. Therefore, it is of paramount importance that the registered agents/representatives conduct themselves in an appropriate manner.

Registered agents/representatives may contact UT student-athletes in accordance with the time periods specified for such contact for the purpose of discussing potential professional careers and possible subsequent representation. No actions or discussions may include any oral or written agreement for representation. Such agreements violate NCAA rules and will jeopardize the eligibility of the student-athlete.

The Athletic Department provides its student-athletes with all information received from registered agents/representatives and encourages student-athletes to interact with registered agents/representatives only.

### **Contact Regulations**

The Athletic Department Agent Policy specifies that in-person interaction between registered agents/representatives and Utah Tech University student-athletes will be defined by the following guidelines (the "no contact" policy).

Once requested to and approved by the Athletic Department, in-person contact between registered agents/representatives and student-athletes may take place, except during the following periods:

- Basketball – November 1 until the end of the season (including postseason)
- Baseball – February 1 until the end of the season (including postseason)
- All other sports – Subject to the Head Coach's discretion

**\*\*\*The Head Coach for each applicable sport has the ultimate authority to waive the "no contact" policy and allow in-person contact.\*\*\***

### **Registered Agents/Representatives will:**

- Notify the Office of Athletic Compliance prior to initially contacting any student-athlete at Utah Tech University. The Office of Athletic Compliance will then inform the head coach of such interest and distribute any materials to the head coach to present to his or her student-athletes;
- Maintain the highest degree of integrity and competence in discussions with professional organizations regarding Utah Tech University student-athletes;
- Fully disclose any and all relationships, including but not limited to, financial or employment relationships with professional organizations or financial advisors;
- Fully comply with any applicable local and/or Federal laws regarding the agent/representative process;
- Comply with all NCAA bylaws and regulations and shall not take any action to cause any student-athlete or Utah Tech University to be in violation thereof.

**Registered Agents/Representatives may NOT:**

- Take any action that will result in a declaration of ineligibility of any student-athlete or a sanction against Utah Tech University;
- Engage in any unlawful conduct involving fraud, deceit or misrepresentation, or misrepresent or conceal facts from the student-athlete, the student-athlete's family/friends, head coach, Office of Athletic Compliance, or any other UT employee regarding potential representation;
- Provide or offer to provide any type of benefit or incentives including, but not limited to: money, meals, gifts, or transportation to a student-athlete and/or the student-athlete's family members and friends at any time prior to the conclusion of the student-athlete's eligibility to compete for the University, or upon which time the student-athlete officially declares eligibility for a professional organization's draft;
- Provide false or misleading information regarding continuing eligibility to participate in intercollegiate competition under NCAA, WAC and affiliate conference rules and regulations, to any individual for the purpose of solicitation as an agent/representative of a UT student-athlete;
- Present false or misleading titles or credentials to a UT student-athlete for the purpose of solicitation as an agent/representative

**Responsibilities of Athletic Department**

The primary concern of the Athletic Department is the welfare of its student-athletes. Student-athletes who have the opportunity to compete as a professional in their respective sport are encouraged to inform the Athletic Department. The Department will provide guidance and the appropriate instruments to assist the student-athlete's pursuit of a professional sports career. Educational sessions are conducted through the year and all student-athletes, their family members and friends will receive all information obtained from registered agents/representatives.

**Complaints, Consequences and Actions**

The Office of Athletic Compliance will record any complaints received about registered agents/representatives. Complaints will be based on information regarding actions or conduct of an agent/representative with respect to the solicitation of the student-athlete, teammates, family members and friends, or coaches in any manner that violates or contradicts the Athletic Department Agent Policy, the respective professional sports organization, NCAA rules or any applicable state or Federal law. Any breach of federal and/or state agent law(s) will be investigated and forwarded to the appropriate officials.

Consequences for any such violation or breach may include, but are not limited to, the following:

- A formal complaint will be filed with the NCAA;
- A formal complaint to applicable players associations with which the agent is registered;
- A formal complaint will be filed with the State of Utah Office of Secretary of State under the Uniform Athlete Agent Act;
- Suspension or revocation of the agent's/representative's registration with the DSU University Athletic Department Agent program;
- Publication of complaint to the Athletic Department staff, coaches and UT student-athletes.

## **Compliance Information Regarding Agents**

### **POLICY**

Before an agent may contact any current or former Utah Tech University student-athlete who has athletic eligibility remaining, the agent must register with the Athletics Compliance Office and receive permission to contact a particular student-athlete. To register, please contact the Compliance Office directly.

### **NCAA RULES**

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever agrees (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletic ability or reputation in that sport. Further, an agent contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sports.

#### *Benefits from Prospective Agents*

An individual shall be ineligible if he or she (or relatives or friends) accepts transportation or other benefits from any person who wishes to represent the individual in the marketing of his or her athletics ability, or an agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport. The receipt of such expenses constitutes compensation based on athletics skills and is an extra benefit not available to the student body in general. These rules also apply to parents/guardians of a student-athlete. Additionally, these rules also apply to representatives of agents such as "runners" or even former USU student-athletes who are helping to make contacts with current student-athletes on behalf of an agent.

#### *Representation for Future Negotiations*

An individual shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in the future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

### **UTAH LAW**

Utah law (Utah Code Annotated 15-9-101 et. seq.) requires that agents register with the State. To register, the agent must submit the following information, which may be viewed upon the request of a student athlete:

- name of agent and address of the agent's principal place of business;
- the name of the applicant's business or employer, if applicable;
- any business or occupation engaged in by the agent for the five years immediately preceding the date of submission of the application;
- a description of the agent's formal training as an athlete agent, practical experience as an athlete agent; and educational background relating to the agent's activities as an athlete agent;
- the names and addresses of three individuals not related to the agent who are willing to serve as references;
- the name, sport, and last-known team for each individual for whom the agent acted as an athlete agent during the five years next preceding the date of submission of the application;
- whether the agent has been convicted of a crime involving moral turpitude or a felony, and identify the crime;
- any instance in which the conduct of the agent resulted in the imposition of a sanction, suspension, or declaration of ineligibility to participate in an interscholastic or intercollegiate athletic event on a student-athlete or educational institution;
- any sanction, suspension, or disciplinary action taken against the agent arising out of occupational or professional conduct; and
- whether there has been any denial of an application for, suspension or revocation of, or refusal to renew, the registration or licensure of the agent in any state.

### **LEGAL COUNSEL**

Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered

contracting for representation by an agent unless the lawyer also represents the student-athlete in negotiations for such a contract.

#### *Presence of a Lawyer at Negotiations*

A lawyer may not be present during discussions of contract offer with a professional organization or have any direct contact (i.e. in person by telephone or mail) with a professional sports organization on behalf of the student-athlete. A lawyer's presence during such discussions is considered representation by an agent.

### **CONTRACT**

If you decide to enter into a contract with an agent, it must contain:

- The amount of money you will pay the agent under the contract;
- Anything the agent will receive from someone else because you entered into the contract;
- A description of any expenses you will reimburse the agent;
- A description of what services the agent will provide you;
- The date you entered into the contract;
- How long the contract will last; and
- Once signed the agent must give you a copy of the contract.

Warning: the contract must include a warning to the student-athlete stating;

If you sign this contract:

- You may lose your eligibility to compete as a student-athlete in your sport
- If you have an athletic director, both you and the athlete agent must notify your athletic director within 72 hours after entering into this contract; and
- You may cancel the contract within 14 days after signing it. \*\* Cancellation of the contract may not reinstate your eligibility.\*\*

An agent CANNOT contact an athlete until they are registered with the UT Athletics Compliance Office and with the State of Utah. An agent CANNOT give anything of value before a contract is signed. They CANNOT pre-date or postdate a contract, and they CANNOT mislead or make any false promises.

Laws are by State

# SOCIAL MEDIA QUICK REFERENCE

WHEN IT COMES TO PSA'S REMEMBER "CLICK DON'T TYPE"

## PERMISSIBLE:

- "Follow", "Friend" or "Add" a PSA, team or coach.
- Take actions of approval (like, favorite, retweet) on an original post from a PSA, team or coach.
- Send private direct messages to a PSA (after first permissible date).
- Post Utah Tech program related photos, videos, scores, etc.
- Identify or "geotag" the school or event while recruiting off-campus.
- Current student-athletes and prospects may interact on social media as long as it is not at the direction of Utah Tech staff.

## IMPERMISSIBLE:

- Adding text, hashtags, emojis, etc. when taking action of approval on a PSA's post.
- Communicate publicly with a PSA (tag, comment, etc.) prior to signing.
- Reference PSA's name, nickname, location, state, area code, jersey, etc. prior to signing.
- Publicly post personalized PSA videos/photos prior to signing. It is permissible to send privately if PSA is of age to receive correspondence.
- Publicize a PSA's visit to campus prior to signing. This includes photos of PSA's taken during visits to camps.
- Sending "offered" graphic, direct message, text, email prior to August 1<sup>st</sup> of PSA's senior year.

# **Bylaw 13**

## **Recruiting**

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## Recruiting Policies for Coaches

1. All coaches must get prior approval for all off-campus recruiting. All coaches must turn in a travel authorization request to Sr. Associate Director of Compliance. For any local recruiting, log the evaluation or contact in JF.
2. All travel authorizations must have compliance office initials for off-campus recruiting, official visits, camps/clinics, and tryouts. Unofficial visit papers must be turned in two days after visit.
3. The compliance office will audit all recruiting activity reimbursements before it turns in the forms to the accounting office.
4. Teams must turn in all monthly recruiting information on JF (phone lists, visits, initial contact) on or before the last day of each month.
5. If a coach does not pass the compliance exam, whether the coach will be recruiting or not, the coach must continue to take the compliance exam every 30 days until successful passage of the exam is complete.
6. Coaches must immediately add PSAs to the IRL by emailing a copy to Compliance and the eligibility coordinator. This will insure if you are bringing a PSA for a visit or offering a scholarship. PSA is on your IRL.
7. All 4-4 transfer release requests for a non-Transfer Portal PSA, go through the compliance office. Teams may not contact the PSA until the office receives the release or AD of NAIA is notified.
8. Refer all high school PSAs to the "Guide for the College Bound Student-Athlete."
9. All 2-4 and 4-4 transfer transcripts must be turned in to the eligibility coordinator with all the applicable information found on the *Transcript Checklist Form* on JF. If any information is missing it will be returned to the coach.
10. Encourage junior year IRL additions. The Compliance Office will not request the NCAA Clearinghouse to expediate late PSA additions.
11. The NCAA Board of Governors, the Association's top governing body, has expanded its existing association-wide campus sexual violence policy.
12. According to the new policy, all incoming, current and transfer college athletes must disclose annually to their school whether their conduct has resulted in an investigation, discipline through a Title IX proceeding or a criminal conviction for sexual, interpersonal or other acts of violence. A failure by the athlete to accurately and fully disclose investigatory activity, a disciplinary action or criminal conviction may result in penalties, including a loss of athletics eligibility as determined by the school.
13. In addition, schools will need to take reasonable steps to confirm the information provided by prospective, continuing and transfer student-athletes and provide it to other member schools if the student-athlete attempts to enroll in a different college or university. Finally, NCAA member schools must have policies in place to gather conduct-related information from former schools attended by recruited prospects or transfer student-athletes.
14. This policy is a culmination of discussions the Board began in January of this year. The board's action will require disclosure beginning in the 2021-22 academic year.
15. "The action is the latest step by the Association, consistent with its values, in supporting NCAA member schools to address sexual violence on their campuses," said Michael V. Drake, chair of the board and president of The Ohio State University.
16. In August 2017, the board adopted the previous policy requiring coaches, college athletes and athletics administrators to complete sexual violence prevention education each year. As part of the policy, each member school must confirm their athletics department is informed on and compliant with school policies regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence to be eligible to host NCAA championships.
17. The board has taken several steps to address sexual violence in the past ten years, including providing member institutions with recommendations for how to address reports of sexual violence and promote a culture on campus that is free from sexual violence. In 2014, the governance body passed a resolution that lays out expectations for athletics departments.
18. The NCAA also created the sexual violence prevention tool kit to aid athletics administrators in their efforts to create campus communities free of violence and foster safe places for students to learn and thrive.
19. Schools remain responsible for personnel background checks for those engaging with student-athletes. Further, schools continue to have responsibility to set standards for appropriate conduct with students, investigation of alleged inappropriate conduct, and resulting discipline to those engaging with student-athletes.

## Off-Campus Recruiting Policy and Procedures

### Policy and Procedures:

**Responsibility for Compliance.** Head Coaches are responsible for their sport program's compliance with this policy and all NCAA, Conference and University rules governing the contact and evaluation of prospective student-athletes and contact with the prospects' parents and/or legal guardian(s) made or directed by the sport program's coaching staff.

**NCAA Coaches Certification Test.** For a coaching staff member to recruit off-campus, he or she must first successfully complete the Utah Tech's Coaches' Certification Test on or before July 31st of each year or at initial time of hire.

**Recruiting Calendars.** The time periods in which coaching staff members may be involved in off-campus recruiting activities vary by sport. Coaching staff members may consult the recruiting calendars provided by the Office of Athletics Compliance. Any changes made to the recruiting calendar by the NCAA will be communicated to the coaches by the Office of Athletics Compliance.

**Contact Period.** A contact period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

**Evaluation Period.** An evaluation period is a period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes. No in-person, off-campus recruiting contacts shall be made with the prospective student-athlete during an evaluation period.

**Quiet Period.** A quiet period is a period of time when it is permissible to make in-person recruiting contacts only on the institution's campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.

**Dead Period.** A dead period is a period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the institution's campus or to permit official or unofficial visits by prospective student-athletes to the institution's campus. It remains permissible, however, for an institutional staff member to write or telephone a prospective student-athlete during a dead period.

**Recruiting Period.** In football and men's basketball, a recruiting period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

**Recruiting Shutdown.** In women's basketball, a recruiting shutdown is a period of time when no form of recruiting (e.g., contacts, evaluations, official or unofficial visits, correspondence or making or receiving telephone calls) is permissible.

**Permissible Off Campus Recruiting Activities.** Off-campus recruiting includes, but is not limited to, the following activities:

- Engaging in face-to-face contact with a prospect
- Personally observing a prospect's game and/or practice
- Speaking with a prospect's high school counselors and/or coach; or
- Evaluating a prospect's academic transcript

**Recording Off-Campus Recruiting Activities (Telephone, Contact, and Evaluation Logs Submission via JumpForward).** Per the NCAA Head Coach Responsibility directive, the head coach shall promote an atmosphere of compliance within his/her program. This shall be reflected through continuing education of NCAA rules as well as the completion and submission of required NCAA recruiting documentation to the Office of Athletics Compliance. Recruiting logs are due as follows:

- Those coaches seeking a reimbursement for recruiting activity **MUST** submit related recruiting documentation (e.g. recruiting log, official visit, **EVERY** telephone call and text message) via JumpForward or otherwise to the Office of Athletics Compliance prior to any request for

reimbursement through Concur.

- Submission of forms is required each month, even if no recruiting activity occurs.
- At the conclusion of the month, each countable coach is required to complete the JumpForward Recruiting Statement. The statement will reaffirm that all recruiting activities have been properly recorded by the coach (or designee). The Recruiting Statement is due the 5th of the subsequent month:
  - 5-10 days delinquent: The coaches will receive a reminder email if delinquent on signing the Recruiting Statement.
  - Ten (10) days delinquent:
    - If the logs are not submitted within seven (7) days of the 2<sup>nd</sup> email notification, the head coach's sport will be denied services (except interpretations) from the Office of Athletic Compliance.
    - This will include, but is not limited to, processing of expense reports, cash advances, National Letters of Intent requests, waivers, financial aid agreements.

**Reimbursement Requests.** Coaching staff members must submit reimbursement requests for expenses incurred during off-campus recruiting activities directly to Compliance Office.

**Review and Audits.** The Office of Athletics Compliance shall monitor and periodically audit each sport program's records of contacts and evaluations via JumpForward to ensure compliance with NCAA regulations. The Office of Athletics Compliance will review all potential violations that JumpForward flags in the system and work with the Office of Business Operations to ensure all recruiting travel is recorded and within compliance.

**Violations of this Policy.** The Office of Athletics Compliance shall report any discovered violations to the NCAA and the Conference Office, and levy appropriate sanctions. If a coaching staff member fails to record all off-campus recruiting activities as required by this policy, the omission will be reported to the Athletic Director for appropriate action.

## **Oversight, Monitoring and Enforcement**

While final authority over the Athletics program rests with the President of the University and the Athletic Director, others at the University must play important roles in ensuring that DSU's recruiting philosophy, policies and procedures are followed.

- The Office of Athletics Compliance will ensure that a complete itinerary—including methods of transportation, documentation of individuals present at all meals, signed Student Host Instructions forms, and a completed Official Visit Record for each prospect— is submitted with each Expense Report after each official visit.
- Staff, coaches and student-athletes are expected to report any violations of this policy to any of the following individuals: the Office of Athletics Compliance staff, the head coach of the relevant sport, the Sport Administrator, or the Faculty Athletics Representative. If a violation of this policy is reported to the Sport Administrator, Faculty Athletics Representative or a head coach, that individual must report the violation to the Office of Athletics Compliance staff. The Office of Compliance shall review each reported instance of a violation of this policy and communicate such information with the Athletic Director.
- Staff, coaches, student-athletes and prospective student-athletes found to be in violation of these policies could face disciplinary action, which may include, but is not limited to, the following:
  - For staff members and coaches:
    - Letter of Reprimand
    - Limited suspension from recruitment activities
    - Termination of recruitment of a particular prospect or prospects, and/or
    - Termination of employment.
  - For Student-Athletes:
    - Removal from consideration as a student host
    - Limited suspension from the team
    - Cancellation of athletics aid, and/or
    - Removal from team
  - For prospective student-athletes:
    - Suspension from team activities upon enrollment, and/or
    - Termination or recruitment
    - In case of potential NCAA infractions, the institutional policy for reporting and investigating violations will be followed.

## Unofficial Visit Policy and Procedures

### Policy:

**Behavioral Standards.** The behavioral standards set forth for official visits also apply to unofficial visits (please see the Official Visit Policy for additional information).

**Unlimited Visits.** A prospective student-athlete may visit a member institution's campus at his or her own expense an unlimited number of times.

**Timing.** In sports other than Baseball, Basketball, and Softball, a prospective student-athlete may take unofficial visits beginning August 1<sup>st</sup> of his or her Junior Year in High School.

- **Baseball and Softball:** After September 1 of his or her junior year
- **Men's Basketball:** A prospective student-athlete may take unofficial visits beginning August 1<sup>st</sup> of their sophomore year in high school.
- **Football and Women's Basketball:** May occur at any time, subjected to the recruiting calendar restrictions.

**Expenses and Entertainment.** During an unofficial visit, UT may not pay any expenses or provide any entertainment except a maximum of three (3) complimentary admissions to a home athletics event in which UT is practicing or competing. Two (2) additional complimentary admissions may be provided to non-traditional family members.

**Meals and Lodging.** A prospective student-athlete on an unofficial visit may eat with other prospects or enrolled student-athletes but must pay the actual cost of meals.

**Parking and Transportation.** Special parking may not be arranged for an unofficial visit. UT may provide a prospective student-athlete with transportation to view off-campus practice and competition sites, other institutional facilities or other UT facilities or off-campus location within a one (1) mile radius of campus. Payment of any other transportation expenses is prohibited.

**Communication:** An athletics department staff member may make telephone calls and send electronic correspondence to a PSA or those individuals accompanying the PSA 24 hours prior to the unofficial visit until the conclusion of the visit.

- If the visit is cancelled, the Head Coach must inform the Compliance Office, in writing.

### Procedure:

- The prospective student-athlete must be added to the JF Recruiting Roster List.
- The Unofficial Visit Form must be completed and submitted to the Office of Athletics Compliance via JF no later than two days after the unofficial visit date.

## Unofficial Visits - Coach Fill out

Form version 10, updated on Oct 24, 2022 08:11



PSA Name

Name of High School

Recruit Grad Year

Education: As a recruited prospect, in order to protect your eligibility , Utah Tech University wants to insure you understand the following NCAA rules in regard to your unofficial visit:

1. The University is not permitted to provide more than 3 complimentary admissions to a home athletic event.
2. The University may not provide you with travel expenses or transportation outside a one mile radius of campus, nor may we arrange for your transportation to/from campus.
3. The University may not provide you, your friends or family with free or reduced cost food and beverages.
4. The University may not provide lodging to you or your friends and family.
5. The University may not pay your parking expenses.

*I understand that in order for this visit to qualify as an unofficial visit, my family, friends, and I are responsible for paying all expenses associated with this visit to Utah Tech. By signing below, I certify that I have read and understand the rules above and have been given an opportunity to ask questions about this form.*

Signature



Please sign here

Date

Visit Details: To be completed by sport staff member in consultation with the PSA and submitted with an itinerary of the unofficial visit.

Date of Arrival:

Time

MM/DD/YYYY

00:00:0000

Date of Departure:

Time

MM/DD/YYYY

00:00:0000

Mode of Transportation:

Who provided transportation?

Relationship:

☐ Car

☐ Bus/Shuttle

☐ Plane

Did prospect stay overnight?

Where?

☐ Yes

☐ No

Who paid for the overnight lodging?

Relationship:

Did UT arrange any meals during the prospect's unofficial visit?

Location of arranged meal(s)

☐ Yes

☐ No

Who paid for the meal(s)?

Who accompanied the prospect on this visit? (list names and relationship below)?

Coach Signature

Date



MM/DD/YYYY

Please sign here

Compliance Signature \*

Date \*



MM/DD/YYYY

Please sign here

## **Basketball On-Campus Evaluation**

### **Policy:**

1. UT's basketball coaching staff may conduct an evaluation of a basketball prospective student-athlete (high school, two-year, four-year) on its campus provided the following conditions are met:
  - a. For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospect's season and after he or she has exhausted high school or preparatory school eligibility in basketball;
  - b. For a two-year college prospect, the evaluation may be conducted only after the conclusion of the prospect's season and he or she has exhausted his or her two-year college eligibility in basketball;
  - c. For a four-year college prospect, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season or when entered into the transfer portal;
  - d. The on-campus evaluation may be conducted only during the prospect's official or unofficial visit;
  - e. The on-campus evaluation shall be conducted not later than the opening day of classes of UT's fall term;
  - f. The prospect is limited to one (1) on-campus evaluation (applied separately when the prospect is in high school and after the prospect enrolls full-time in a two- or four-year institution);
  - g. Prospect must have a medical exam (administered within the past six months), including the sickle cell solubility test, prior to participating in an on-campus evaluation);
  - h. UT basketball student-athletes may participate in an on-campus evaluation, provided such participation is included in the daily/weekly practice limitations for enrolled student-athletes;
  - i. The on-campus evaluation is limited to two (2) hours in length (not counting the medical exam); and
  - j. UT may provide equipment and clothing to a prospect on an issuance and retrieval basis.

### **Procedure:**

1. Prior to the campus visit, the Office of Athletics Compliance must be notified of the Basketball staff intent to conduct an on-campus evaluation.
2. The Office of Athletics Compliance must receive the following documentation prior to approving the on-campus evaluation:
  - a. For an official visit, the Official Visit Pre-Approval form must be completed and approved by the Office of Athletics Compliance;
  - b. Copy of the prospect's most recent ended season schedule;
  - c. Documentation to confirm the prospect has exhausted eligibility; and
  - d. Date of the on-campus evaluation.
3. The prospect must be approved by Sports Medicine staff prior to participating in the on-campus evaluation and notify the Office of Athletics Compliance.
4. The Office of Athletics Compliance will notify the Basketball Coaching Staff, Sports Medicine, Athletics Equipment and the Sports Administrator of the date and time of the proposed visit and on-campus evaluation.

## **Football On-Campus Evaluation**

### **Policy:**

1. UT's football coaching staff may conduct an evaluation of a basketball prospective student-athlete (high school, two-year, four-year) on its campus provided the following conditions are met:
  - a. For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospect's season and after he or she has exhausted high school or preparatory school eligibility in basketball;
  - b. For a two-year college prospect, the evaluation may be conducted only after the conclusion of the prospect's season and he or she has exhausted his or her two-year college eligibility in basketball;
  - c. The on-campus evaluation shall be conducted in June and July;
  - d. EACH prospect is limited to one (1) on-campus evaluation (applied separately when the prospect is in high school and after the prospect enrolls full-time in a two- or four-year institution);
  - e. Prospect must have a medical exam (administered within the past six months), including the sickle cell solubility test, prior to participating in an on-campus evaluation);
  - f. The on-campus evaluation is limited to one (1) hours in length (not counting the medical exam) and may only occur on one calendar day;
  - g. And current football student-athletes shall not participate in an on-campus evaluation;
  - h. UT may NOT provide equipment and clothing to a prospect on an issuance and retrieval basis;
  - i. UT may provide the PSA with access to locker and shower facilities during the on-campus evaluation;
  - j. UT may provide water and/or electrolyte replacement drinks (e.g., Gatorade) to the PSA; however,
  - k. it is not permissible to provide food to a PSA during an unofficial visit; and
  - l. The evaluation is limited to non-contact activities and no protective equipment may be worn during.

### **Procedure:**

2. Prior to the campus visit, the Office of Athletics Compliance must be notified of the Basketball staff intent to conduct an on-campus evaluation.
3. The Office of Athletics Compliance must receive the following documentation prior to approving the on-campus evaluation:
  - a. For an official visit, the Official Visit Pre-Approval form must be completed and approved by the Office of Athletics Compliance;
  - b. Copy of the prospect's most recent ended season schedule;
  - c. Documentation to confirm the prospect has exhausted eligibility; and
  - d. Date of the on-campus evaluation.
4. The prospect must be approved by Sports Medicine staff prior to participating in the on- campus evaluation and notify the Office of Athletics Compliance.
5. The Office of Athletics Compliance will notify the Basketball Coaching Staff, Sports Medicine, Athletics Equipment and the Sports Administrator of the date and time of the proposed visit and on-campus evaluation.



## TRYOUT REQUEST FORM

Sport:\_\_\_\_\_

First Date of Tryout:\_\_\_\_\_

Name of Participant:\_\_\_\_\_

Participant's Phone #:\_\_\_\_\_

Requesting Coach's Name:\_\_\_\_\_

Participant's Dmail:\_\_\_\_\_

The participant named above is NOT eligible to participate in a tryout until authorization has been granted by the Compliance Office. Before authorization can be granted, this form MUST be completed and returned to the Compliance Office, no later than 10 days prior to the tryout date.

**Please complete eligibility checklist. Must verify tryout is compliant with Bylaws 13.11/17.02.17**

- ☐ Traditional Student; enrolled full-time at Utah Tech University. (14 consecutive calendar period permissible per Bylaw 17.02.17/12.7.3.3)
- ☐ This is the first tryout that the student-athlete has participated in at Utah Tech University in this specified sport.

Please submit this form and the items listed below either physically or electronically to the requesting coach:

- \_\_\_\_\_ Student-athlete has had a physical in the past 6 months supervised by a physician.
- \_\_\_\_\_ Proof of insurance (copy front and back)
- \_\_\_\_\_ Signed tryout risk waiver
- \_\_\_\_\_ Must be enrolled in at least 12 hours at UT (attach proof of full time enrollment) and 2.20 GPA
- \_\_\_\_\_ SST documented prior test results

**Please note:** All tryouts conducted during the academic year are considered a countable athletically related activity. The length of the tryout shall be limited to the length of the institution's normal practice period in the sport, and **in no event, shall exceed 14 days.**

### For Office Use Only:

Compliance Signature:\_\_\_\_\_

Date:\_\_\_\_\_

SICKLE CELL TRAIT FOR  
TRYOUT ATHLETES



\*Athletes must have results of sickle cell test 10 days prior to tryout or waived\*

**About Sickle Cell Trait:** Sickle Cell Trait (SCT) is the inheritance of an abnormal gene which can cause deformation (“sickling”) of the red blood cells. During intense exercise, hypoxia (the lack of oxygen) in the muscles may cause sickling of red blood cells. Red blood cell changing from a normal disc shape to a crescent or “sickle” shape, which can accumulate in the blood stream and block blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood and possible death. Over a seven-year span, nine athletes participating in NCAA sports died from a complication of sickle cell trait.

Effective the 2012-2013 academic year, all athletes participating in NCAA Division I sports must have sickle cell testing performed, show proof of sickle cell testing, or voluntarily waive being tested.

**Sickle Cell Trait Testing:** This test (a blood test) is relatively easy to perform and can provide educational information that can be helpful to you both on and off the field. It is helpful to know your sickle cell status and can allow health care professionals to take better care of you. If you were born in the US., your testing result may be available in your medical record. Athletes that are sickle cell trait positive are able to participate in sports, often with no modifications whatsoever. Test results will be kept confidential in accordance with the law and UT policy, although the UT medical staff will need to be aware of your sickle cell status in order to provide optimal care.

Name: \_\_\_\_\_ Sport: \_\_\_\_\_

DOB: \_\_\_\_\_

Options:

- ☐ 1. A copy of my newborn screening records pertaining to sickle cell trait are attached.
- ☐ 2. A copy of my sickle cell trait test results from a physician or other authorized medical care provider is attached.
- ☐ 3. I have never been tested or cannot retrieve a copy of the records and **would like to be tested** for sickle cell trait. This will be at my own expense.
- ☐ 4. I acknowledge that I have read the above information and I voluntarily **decline** to be tested for sickle cell trait. I understand that an undiagnosed trait can be dangerous, even fatal, and agree to sign the waiver below. **If you choose this option you must sign the waiver below.**

**Sickle Cell Testing Waiver and Release of Claims (only sign if you choose option 4 from above)**

I, \_\_\_\_\_, understand and acknowledge that the NCAA mandates that all Division I student-athletes be tested for sickle cell trait, show proof of a prior test or sign a waiver releasing the school from liability if they decline to be tested before participating in athletic-related activities. Recognizing that my true physical condition is dependent upon accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments, and/or other disabilities experienced. I hereby affirm that I have fully disclosed in writing any knowledge of sickle cell trait status to Utah Tech University sports medicine staff.

I do not wish to undergo sickle cell testing as part of my pre-participation physical exam and I voluntarily agree to release, discharge, indemnify and hold harmless Utah Tech University, their respective officers, coaches, associates, medical staff, instructors, agents or employees from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my voluntary decision not to be tested.

The undersigned, has read this release and understands its terms. I execute it voluntarily and with full knowledge of its significance.

Signature of Athlete/ If under 18, Signature of Parent/Guardian

Date



WAIVER AND WARNING  
OF RISKS - TRYOUT

In consideration of being able to participate in a tryout for (sport)\_\_\_\_\_ and in all events and activities pertaining to this activity I, \_\_\_\_\_ hereby waive, release, and discharge the coaches, certified athletic trainer, athletic department, Utah Tech University and its employees from any and all manner of claims, demands, and rights of action which I shall or may have on account of injury or injuries, both known and unknown, sustained as a result of my participation in the above mentioned varsity sport,. I also understand that this activity can be detrimental to my well-being and it is possible to sustain a severe injury in the form of muscle strain/tear, broken bone(s), concussions, and other injuries, including death. This release is made possible under all possible theories of liability.

I affirm that I am a current UT student, enrolled in at least 12 credits, and this is my only tryout in this sport. I understand the tryout can be for fourteen (14) consecutive calendar days or less.

**I have read this waiver and know, understand, and accept its content by signing this document.**

Athlete's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_

Date:\_\_\_\_\_

If PSA is under 18

## Official Visit Policy and Procedures

### Policy:

- **Visit Limitations.** A prospective student-athlete may visit a member institution's campus one (1) time before October 15 following his or her completion of high school and one (1) visit beginning October 15 following the completion of high school, including visits related to a possible transfer.
- **In Men's Basketball:** The prospective student-athlete may take 1 visit during their junior year in high school, 1 visit before October 15 following the completion of high school and 1 visit beginning October 15 following the completion of high school, including visits related to a possible transfer.
  - **Behavioral Standards.** The behavioral standards set forth for official visits (please see the Recruiting Policy and Philosophy for additional information).
  - **Timing.** In sports other than Basketball, Baseball or Softball, a prospective student-athlete may take official visits beginning on August 1 of their Junior Year of High School.
    - **Men's Basketball:** August 1 of the PSA's Junior Year in high school
    - **Women's Basketball:** No earlier than the Thursday following the NCAA DI Women's Basketball Championship game of the prospect's junior year in high school.
    - **Baseball and Softball:** September 1 of his or her junior year in high school.
    - **Football:** Beginning April 1 of a PSA's Junior Year through the Sunday before the last Wednesday in June. However, an institution shall not provide a PSA an expense-paid visit in conjunction with the PSA's participation in an institutional camp or clinic. Thereafter, an institution may provide an expense-paid visit beginning September 1 of the PSA's senior year in high school.
      - **Exception:** In August of a PSA's senior year in high school, an institution may provide an expense-paid visit to the PSA 48 hours before through 48 hours after an institution's home contest that occurs on the institution's campus or in a facility normally used for its home contests.
- **Duration.** An official visit may not exceed 48 hours from the time the prospective student-athlete arrives on campus to the time the prospective student-athlete departs from the campus.
- **Expenses and Entertainment.** During an official visit, UT may pay any expenses or provide any entertainment except a maximum of six (6) complimentary admissions to a home athletics event in which UT is practicing or competing.
- **Meals and Lodging.** A prospective student-athlete and up to four family members accompanying the prospective student-athlete may receive three (3) meals per day while on an official visit. An institution may provide, at its discretion, reasonable snacks (e.g., pizza, hamburger) to the prospective student-athlete and up to four family members in addition to the three meals. UT may pay lodging expenses for a prospective student-athlete and up to four family member accompanying the prospective student-athlete on the official visit.
- **Coaches Responsibilities Related to Visits include:**
  - Selecting reliable student hosts who will follow instructions and avoid inappropriate behaviors and activities during the recruiting visit.
  - Instructing their staff and current student-athletes regarding appropriate and inappropriate activities and behaviors during recruiting visits (see below for a list of some appropriate/inappropriate activities for recruiting visits).
  - Reviewing with student hosts the social activities planned for the visit.
  - Ensuring that each recruit partakes in an academic component during at least one visit to campus (e.g., official or unofficial, or both).
  - Following up by reviewing with student hosts the activities that took place during the visit.
  - Providing student hosts and prospects emergency contact information.
    - **Note:** Coaches and student hosts are permitted to involve other student-athletes in planned activities with prospects. The only other students who may be involved in hosting a prospect are individuals who are employees of the Athletics department, members of groups that report to an office outside of Athletics (e.g., Admissions), and perform the same duties for all prospective students.
- **Activities during recruiting visits.** Student hosts are an important component of the recruiting experience

for the prospective student-athlete. They are the individuals who can best convey what the authentic Grand Canyon University experience feels like. Good judgment is expected of student hosts during recruiting visits. Student hosts should avoid putting prospects in situations where they may be subjected to inappropriate or unsafe behavior. Although this document cannot account for all possible activities, the following are some examples of both appropriate and inappropriate activities for recruiting visits.

- **Appropriate Activities:**

- Take the PSA:
  - For a snack;
  - to the movies;
  - to an on-campus athletics or student event;
  - to play pool;
  - to participate in recreational activities (e.g., bowling, hiking, videogames, etc.) and/or
  - to meet with their sport administrator
  - It is required that an academic component ( e.g., attending a class, meeting with an academic advisor, professor, department chair, dean or other faculty member) occur on at least one visit. This contact may occur on an official or unofficial visit and may not be conducted by a coach.

- **Inappropriate Activities:**

- Activities that violate any law, WAC or University Policy, or NCAA rule;
- Attendance at adult-only entertainment facilities;
- Providing alcohol and/or drugs to any PSA;
- Permitting any PSA to consume alcohol and/or use drugs during a recruiting visit;
- Consumption of alcohol and/or use of drugs by current student-athletes in conjunction with the prospect's visit;
- Use of escort services, exotic dancers, or any other similar service;
- Participation in hazing activities;
- Gambling; and/or
- Activities at any location that may cause a perception of impropriety.

- **Student Hosts**

- Student hosts are required to read and sign the Student Host Instruction form prior to receiving host money (\$75/per 24 hours). Receipt and funds not used returned to coach next business day.
- Student host money may be used to entertain prospects in line with the appropriate forms of entertainment as outlined in this document and per the Student Host Form.
- Following entertainment activities, student hosts must ensure that the prospect or prospects they are hosting return safely to their place of lodging by a reasonable hour or by the curfew established by the head coach.
- Student hosts may not leave prospects at any location and allow them to return to their place of lodging on their own.
- Student hosts must inform the head or assistant coach of the entertainment activities that occurred on the visit.

- **Travel, Meals, Lodging, and Recruiting Aids**

- Following are some basic guidelines regarding recruiting visits:
  - For sports other than football and basketball, UT MAY NOT pay travel expenses for anyone other than the PSA.
  - Prospects utilizing air transportation during an official visit to campus must use economy class commercial airfare.
  - Prospects must use economy class commercial airfare.
  - Prospects visiting campus may be transported only in vehicles normally used to transport prospective students during campus visits, personal vehicles of student-athletes, and personal vehicles of coaches. Further, it is permissible to rent standard vehicles (as opposed to luxury vehicles) for transportation purposes, provided these vehicles are considered basic transportation and not modified in any manner for this purpose.
- For official visits, all prospects and their parents/guardians will be housed either in a student-athletes on- or off-campus residence or at a local hotel. Hotel rooms provided for prospects and their parents/guardians must be standard (i.e., they may not include any special accessories or

- amenities not available to all guests residing at that hotel).
- All meals provided to prospects and their parents/guardians during official visits will be comparable to meals provided to student-athletes during the academic year.
- During official and unofficial visits, no personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used during a prospect's recruiting visit or given to the prospect. Institutions may decorate common areas in relation to an unofficial or an official visit, if the decorations are not personalized, and they cannot be viewed by the public.
- Prospects may not participate in game day/competition day simulations.

**Procedure:**

- **Prior to Official Visit.** Before an official visit may be provided to a prospective student- athlete, the following must occur:
  - The prospective must be added to the JumpForward Recruiting Roster List.
  - The prospective student-athlete must register with the NCAA Eligibility Center and be added to the team's IRL.
  - The Official Visit Pre-Approval Form must be submitted to the Office of Athletics Compliance via JumpForward with the following attachments:
    - High School/Junior College/ Four-year transcript
    - The official visit itinerary
  - The Office of Athletics Compliance recommends that the following is completed prior to the official visit:
    - **For High school PSA:** A High school transcript evaluation conducted by the coaching staff of the respective sport.
    - **For Two-Year/Four-Year Transfers:** A preliminary transfer assessment conducted by the Eligibility Coordinator.
- The prospective student-athlete must be placed on the institutional request list (IRL).
- **Post-Official Visit.** After the prospective student-athlete's official visit has taken place, the coaching staff must submit the following documentation to the Office of Athletics Compliance:
  - The Official Visit Post-Approval Form must be submitted to the Office of Athletics Compliance via JumpForward. The submission must include the following attachments:
    - UT Official Visit PSA Declaration Form
    - UT Host Money Form
    - Official visit itinerary (if the document was updated after the pre-approval process)
    - A copy of the meal receipts (meal Information must be completed on the post-approval form).
- **Post-Official Visit Forms.** All post-official visit forms can be found on JumpForward.
- **Submission of Forms.** Coaching staff members should submit original receipts to the Athletics Business Operations Office via Concur and copies of the receipts should be attached to the Official Visit Post-Approval Form on JumpForward.
- **Reimbursement.** Coaching staff members shall complete and submit all reimbursement requests to the Business Operations Office.
- **Deadline.** Coaching staff members shall submit all post-official visit documentation within one (1) weeks after the completion of the official visit.
- The Office of Athletics Compliance will submit a report to the conference office twice a year (end of each semester) noting the cancellation of the official visit and the reasons for the cancellation.
- High School transcripts evaluations must be done prior to visit if PSA has a 2.5 GPA and under. Transcript evaluations request can be sent to Compliance Coordinator.



## Official Visit Form

**Coaches: Please submit this form prior to the official visit occurring.**

Sport

Date

### Prospect Information:

Recruits Name

Recruit DOB

Eligibility Center Number

Recruit Address

Address line 1, Address line 2, City, State, ZIP Code, Country

Recruit Grad Year

Irl

Transcripts Yes/No

Transcripts Eval \*

☐ Yes

☐ No

Transcripts/ Transcript Evals Attachments \*

### Visit Information:

Visit Start Date

Visit End Date

Time

00:00:0000



Time

00:00:0000



**Transportation:**

How will the prospect travel to campus?

If the PSA is traveling by air, who is picking the PSA up at the airport?

If the prospect is traveling by car, are you seeking a mileage reimbursement?

**Persons Accompanying Prospect**

Guest 1

Relationship to PSA:

Guest 2

Relationship to PSA:

Guest 3

Relationship to PSA:

Guest 4

Relationship to PSA:

**Lodging Information:**

Night 1, place of lodging PSA and Company

Night 2, place of lodging PSA and Company

Night 3, place of lodging PSA and Company

**Student Host Information:**

Name of Host Night 1:

Amount of Funds

Name of Host Night 2:

Amount of Funds

**Complimentary Admissions Information:**

Event #1

Number of Tickets

Email for tickets to be sent to:

Event #2

Number of Tickets

Event #3

Number of Tickets

**Entertainment Information:**

| Day | Activitiy | Location | Person Attending | Cost Per Person |
|-----|-----------|----------|------------------|-----------------|
|-----|-----------|----------|------------------|-----------------|

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Coach Signature:

By signing below, I indicate my understanding of the information shown and provided on this form. I certify that my answers are complete and correct and that all information documented on this form is in accordance with NCAA and the Utah Tech University regulations. I understand that Utah Tech may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

State law requires that you be informed of the following: (1) your consent is limited to this one transactions; (2) you are entitled to a papercopy of the documents you have signed; and (3) you are entitled to withdraw your consent to future electronic signature.

Coach Signature

  
Please sign here

Date

MM/DD/YYYY

Compliance Signature \*

  
Please sign here

Date \*

MM/DD/YYYY

**Utah Tech University  
Student Host Verification Form**

Student-Athlete Name:

Sport(s):

As part of your responsibility within your sports program, you may be asked by your coach or sport administrator to serve as a student host to a visiting recruit. As such, there are NCAA guidelines that govern your responsibilities. It is your job to be aware of these guidelines and to report any discrepancies.

The following guidelines apply to your responsibilities as a student host:

- Only 1 student-athlete per day can serve as an official host. If you are a freshman, you must be a NCAA qualifier.
- A maximum of \$75 for each day of the visit may be provided to cover the actual cost of entertaining yourself, the prospect (and up to four of the prospect's family members), excluding the cost of meals and campus athletic events.
- Food bought for the prospect at a campus event, drinks during the day, snacks in evening (pizza), movie tickets, etc. should be purchased with the \$75.
- You may not use these funds as souvenirs (t-shirts, balls, etc.), gifts or other material items.
- You may receive an additional \$40 per day for each additional prospect.
- No cash may be given to any visiting prospect or anyone else.
- You may not use vehicles provided or arranged for by any coach, institutional staff member or booster of the university. Never allow the recruit to use or drive your car.
- You may not transport the prospect or anyone else accompanying the prospect more than 30 miles from campus.
- You should not allow recruiting conversations between a prospect and a booster.
- A visiting prospect may request and engage in recreational workout activities provided they are not observed by members of the coaching staff.
- You may receive complimentary admission (no hard tickets) when accompanying a prospect to a campus athletic event.
- You may not take the prospect to any adult entertainment (e.g., strip clubs) during the official visit.
- If you discover underage drinking or illegal drug use is taking place at any event you are attending with the prospect, you must depart the event immediately.
- Hosting duties may not occur on a required day-off. If you act as a host on your day-off, your coach must give you another day-off during the week.

In addition to these NCAA guidelines, as a student host, it is your responsibility to provide a safe environment for the prospective student-athlete. The Utah Tech University Athletics Department expects that you will not provide alcohol or improper access to a facility where it is illegal for a prospect to gain entrance. It is also expected that you will comply with all Athletics Department guidelines governing the recruitment of prospects.

By signing below, I indicate my understanding of the information shown and provided in this form. I understand that any actions contrary to the guidelines/rules explained above could render me ineligible for intercollegiate competition and/or athletically related financial aid at Utah Tech University. I understand that Utah Tech University may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

State law requires that you be informed of the following: (1) your consent is limited to this one transaction, (2) you are entitled to a paper copy of the documents you have signed, and (3) you are entitled to withdraw your consent to future electronic signatures.

Signature:

Date:

OFFICIAL VISIT WAIVER AND  
RELEASE OF LIABILITY



In consideration of being allowed to participate in voluntary recreational physical activities at Dixie State University during my official visit, I the undersigned, acknowledge, appreciate, and agree that:

1. The risk of injury from the activity mentioned above may be significant, including potential for permanent injury or death, and while particular rules and personal discipline may reduce risk, the risk of serious injury does exist; and
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the Athletic Department; and
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless Utah Tech University, the State of Utah, their officers, officials, agents, and/or employees, other participants, releasees, with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the releases or otherwise.
5. I have medical insurance.
6. I will comply with Bylaw 13.11.2.3, which pertains to recreational activities during an official visit.
7. I understand that I am not allowed to use the Habibian Building.

**13.11.2.3 Recreational Activities.**

A prospective student-athlete visiting a member institution may participate in physical workouts or other recreational activities during a visit to an institution's campus. The activities may take place in a facility (on- or off-campus) that is not open to the general public (e.g., campus recreation center, golf course, swimming pool). Such activities are permissible provided they: [D] (Revised: 1/11/12)

- (a) Are not organized or observed by members of the athletics department coaching staff (including strength and conditioning coaches); (Revised: 1/11/12)
- (b) Are not designed to test the athletics abilities of the prospective student-athlete; and (Revised: 1/11/94)
- (c) Are paid for by the prospective student-athlete at the going rate if a fee is associated with the use of the facility (e.g., guest fee at a private facility used by the institution for practice or competition, admission fee for open swim session at institutional recreation center). (Adopted: 1/11/12)

I am at least 18 years old. I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent's Signature (if under 18): \_\_\_\_\_

Date: \_\_\_\_\_

Sport: \_\_\_\_\_

# \* OFFICIAL VISIT \*



ST. GEORGE, UTAH

Utah Tech University

Accounts Payable

Check Request

.30 a mile fee

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Attention: \_\_\_\_\_

\_\_\_\_\_

Index Code-Account Code

\_\_\_\_\_

\$ Amount

Request Justification:

Travel expense reimbursement for official recruiting visit for \_\_\_\_\_. This reimbursement is related to Travel Authorization # \_\_\_\_\_ under the name of Coach \_\_\_\_\_ for campus visit \_\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_. See attached receipt(s).

COACHES ATTACH THIS FORM TO YOUR TRAVEL CLAIM

Signature of Requestor (if not administrator): \_\_\_\_\_

Signature of Account Administrator: \_\_\_\_\_

\_\_\_\_\_

Purchasing Signature

\_\_\_\_\_

Accounting Signature

*This request is not to be used in lieu of a Purchase Request, a Contracted Service Form, or a Part-Time Faculty Contract*

## Copy - Official Visit-Post - PSA information

Form version 3, updated on Sep 13, 2022 09:34



### Official Visit Form

**Coaches: Please submit this form prior to the official visit occurring.**

Sport

Date

MM/DD/YYYY



#### Prospect Information:

Recruits Name

#### Visit Information:

Visit Start Date

MM/DD/YYYY



Visit End Date

MM/DD/YYYY



Time

00:00:0000



Time

00:00:0000



Arrived Date

MM/DD/YYYY



Departed Date

MM/DD/YYYY



Time

Time

00:00:0000



00:00:0000



Notes For Other Recruits

### **Transportation:**

How will the prospect travel to camps?

If the PSA is traveling by air, who is picking the PSA up at the airport?

If the prospect is traveling by car, are you seeking a mileage reimbursement?

If yes, amount of mileage reimbursement

### **Persons Accompanying Prospect**

Guest 1

Relationship to PSA:

Guest 2

Relationship to PSA:

Guest 3

Relationship to PSA:

Guest 4

Relationship to PSA:

### **Lodging Information:**

Night 1, place of lodging PSA and Company

Night 2, place of lodging PSA and Company

Night 3, place of lodging PSA and Company

### **Student Host Information:**

Name of Host Night 1:

Amount of Funds

Name of Host Night 2:

Amount of Funds

Signed Host Money Document

**Complimentary Admissions Information:**

Event #1

Number of Tickets

Email for tickets to be sent to:

Event #2

Number of Tickets

Event #3

Number of Tickets

**Entertainment Information:**

| Day | Activitiy | Location | Person Attending | Cost Per Person |
|-----|-----------|----------|------------------|-----------------|
|-----|-----------|----------|------------------|-----------------|

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

Fill in all information listed above

**Meal Information:**

| Day One   | Location | Persons<br>Attending | Cost Per Person |
|-----------|----------|----------------------|-----------------|
| Breakfast |          |                      |                 |
| Lunch     |          |                      |                 |
| Dinner    |          |                      |                 |
| Snack     |          |                      |                 |

| Day Two   | Location | Persons<br>Attending | Cost Per Person |
|-----------|----------|----------------------|-----------------|
| Breakfast |          |                      |                 |
| Lunch     |          |                      |                 |
| Dinner    |          |                      |                 |
| Snack     |          |                      |                 |

Attach All Receipts

Add file

Coach Signature:

Coach Signature.

By signing below, I indicate my understanding of the information shown and provided on this form. I certify that my answers are complete and correct and that all information documented on this form is in accordance with NCAA and the Utah Tech University regulations. I understand that Utah Tech may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

State law requires that you be informed of the following: (1) your consent is limited to this one transactions; (2) you are entitled to a papercopy of the documents you have signed; and (3) you are entitled to withdraw your consent to future electronic signature.

Coach Signature



Please sign here

Date

MM/DD/YYYY

Compliance Signature



Please sign here

Date

MM/DD/YYYY

## Complimentary Admission Policy and Procedures

### Policy:

- The prospect may be provided with a maximum of six (6) complimentary admissions for official visits and three (3) for unofficial visits (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of campus. These complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and may only be issued on an individual-game basis. If the prospect is accompanied by a student host, the host may receive an additional complimentary admission.
  - For unofficial visits, if a prospect is a member of a nontraditional family (e.g., divorce, separation), UT may provide up to two additional complimentary admissions to the prospect in order to accommodate the parents accompanying the prospect (e.g., stepparents) to attend a home athletics event. The additional complimentary admissions may NOT be used to accommodate aunts, uncles, grandparents, etc.
- During an official or unofficial visit, it is not permissible for a prospective student-athlete or those accompanying the prospective student-athlete to view the playing surface of an athletics contest from any area (e.g., hospitality area, recruiting room, coach's office, building balconies, parking garages) other than the general seating area during the conduct of the contest (including intermission).
  - During an official visit, UT may reserve tickets (for the use of the immediate family members accompanying a prospect) for seat located adjacent to the complimentary seats being provided to the prospect. The tickets must be purchased at face value.
- UT may not provide post-season complimentary admissions to prospects (e.g., Conference tournament, NCAA tournament). Prospects must purchase tickets in the same manner as the general public.
- UT may provide complimentary for prospective student-athletes at neutral site venues as defined by the complimentary admission legislation.
- A high school or junior college or preparatory coach may receive a maximum of two (2) complimentary admissions (issue through the attached pass list) to UTwww home athletics event.
- Student Host must be accompanying the prospect to the home athletics event to receive a complimentary admission.
- **Volunteer Coaches-** may receive two (2) complimentary admissions in the coach's sport and to a home athletics event in conjunction with a prospective student-athlete's official or unofficial visit in their sport.

### Procedure:

1. A coaching staff member must complete the Official Visit Pre-Approval form on JumpForward prior to submitting your Complimentary Ticket Request Form. Compliance will not approve your ticket request without a completed pre-approval form.
2. High School/Club Teams- all ticket requests must be directed to Compliance Coordinator which accommodates large group ticketing.
3. A coaching staff member should complete the Complimentary Ticket Request Form as soon as possible to give the Ticket Office time to fulfil all ticket request. The earlier the Ticket Office receives your request the better the chances are that you will not receive GA standing tickets. **All pass list requests must be submitted through JumpForward no later than 48 hours prior to the game.**
4. The Office of Athletics Compliance will review and approve all complimentary ticket request.
5. Once the list is approved, the list will be emailed to the Ticket Office.
6. If the Ticket Office cannot fulfil the ticket request, the coaching staff member will be notified.

## **Institutional Camps/Clinics Policy and Procedures**

### **Policy:**

1. **Utah Tech Camps and Clinics.** All camps/clinics operated by UT coaches are considered UT camps/clinics.
2. **Reporting to Compliance Office.** All camps/clinics must be reported to and reviewed by the Office of Athletics Compliance and the Director of Camps prior to the camp/clinic taking place.
3. **Required Department Approvals.** All facilities requests for institutional camps or clinics must have a documented Facilities Request Form signed and approved by Facilities, Operations & Events and final approval from the Office of Athletics Compliance.
4. **NCAA Compliance.** All camps/clinics must be conducted in accordance with all NCAA regulations.
5. **Organization and Documentation.** Camps/clinics must be well-organized and well- documented.

### **Procedure:**

- 1) Each sport intending to conduct a camp/clinic must designate an individual to serve as camp director. The director is responsible for ensuring that proper policies and procedures are followed.
- 2) Before a coaching staff member advertises or promotes a camp/clinic, he or she must submit a camp request form at least 30 days prior to camp via Jump Forward with the following information:
  - a. Specific dates/times
  - b. All facilities requested
  - c. Camp details (amount of participants, ages, cost of camp, etc.)
  - d. Once the staff member submits a camp request form, it will then be sent to sports medicine, compliance and sports information for approval.
  - e. Once the camp has been approved, it is the camp director's responsibility to:
  - f. Set up online registration
  - g. Complete payroll paperwork for each camp worker
  - h. Confirm camp brochures are approved by compliance office
  - i. Ensure the medical/liability waiver is complete for each camper
  - j. Organize activities for each day of camp
- 3) After the camp/clinic has concluded, the coaching staff member must complete and submit the remaining forms:
  - a. Camp Compensation Pay Sheet (outlines who was paid, how much, what account)
  - b. Camp Ledger (detailed list of campers that should include the attendance fee paid and characteristics such as the camper's age, grade level, etc.)

If coaches have not completed the paperwork after camp, they will NOT be able to host another camp until the paperwork has been completed.

- The office of Compliance, in conjunction with the Office of Business Operations ensures that all institutional, affiliated athletic conference and NCAA rules were met.
- The complete camp/clinic paperwork is kept on file in the compliance officer for a minimum of at least seven (7 years).

## Non-Institutional Camps/Clinics Policy

### Policy:

1. **Athletics Staff Members:** UT Department of Athletics staff members may work at privately owned camps and clinics only if the camp or clinic meets all regulations set forth by the NCAA regarding non-institutional camps and clinics.
2. **Prior Approval:** The staff member must receive approval from the Office of Athletics Compliance prior to working the camp or clinic.
3. **Student-Athlete Employment at Camps or Clinics:** Student-athletes are permitted to work at non-institutional privately-owned camps or clinics as long as all regulations regarding student-athlete employment at camps and clinics are followed. Student-athletes must also receive prior approval from the Office of Athletics Compliance before working at any camp or clinic.
4. **Majority Ownership:** If an institutional staff member (or a combination of any institutional staff members) constitutes majority ownership (at least 51 percent) of the camp or clinic, the event is automatically considered an institutional camp or clinic.

### Procedure:

1. The coach or institutional staff member wanting to work a non-institutional and/or private camp or clinic must complete and submit the top portion of the Non-institutional Camp Approval Form to the owner/operator of the camp or clinic.
2. The Office of Athletics Compliance reviews the Non-Institutional Camp Approval Form and approves or denies the request.
3. Once the request is approved or denied, the Office of Athletics Compliance sends a memo to the coach or institutional staff member explaining the circumstances.
4. The completed Non-Institutional Camp Approval Form is kept on file in the Office of Athletics Compliance for a minimum of seven (7) years.
5. Women's Volleyball: Coach Involvement (including volunteer coach) or employment activities in a non-institutional privately-owned camp or clinic outside of a 50-mile radius of UT shall count towards the 80- evaluation day limit for Women's Volleyball.

## Noninstitutionalized camp - filling

Form version 2, updated on Nov 14, 2022 10:34



### NON-INSTITUTIONAL CAMP/CLINIC APPROVAL FORM

This form, when completed by the coach, will be used to ensure that all NCAA regulations regarding camps/clinics have been met.

Coach Name: \*

Name of Camp/Clinic \*

Dates of Camp/Clinic \*

Location of the Camp

Owner/Operator of the camp/clinic \*

Owner/Operator phone number \*

Owner/Operator email

Check all that apply:

Multiple selection \*

☐ The camp/clinic is not established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

☐ The purpose of the camp/clinic is designed to improve overall skills through specialized instruction and not a tryout camp devoted primarily to agility, flexibility, speed or strength tests.

- ☐ The camp/clinic is open to any and all entrants. (it may be limited by number and age but cannot select participants on an invitation only basis or reserve sports for specific prospects.
- ☐ The camp/clinic does not employ or give free or reduced admission to any high school, prep school or two year college award winners or UT recruits.
- ☐ The cost of awards received from the camp/clinic is included in the admission fees charged to participants.
- ☐ A booster representing UT athletics interests is not paying any prospects
- ☐ The camp/clinic does not permit or arrange for a prospect or student athlete to operate a concession to sell items related to or associated with the camp/clinic.
- ☐ There will be no recruiting activities (i.e., presentations, highlight videos, etc.) at the camp/clinic.
- ☐ BASKETBALL ONLY: A basketball coach may not be employed at another institutional or private camp.
- ☐ FOOTBALL ONLY: The camp must take place in June or July and may only work another 4-year NCAA member's camp.
- ☐ BASKETBALL ONLY: Senior prospects will not be employed (paid or volunteer), enrolled or allowed to participate.
- ☐ COACHES CLINIC: High school prospects will not serve as demonstrators at the clinic.

Signature \*

  
Please sign here

Date

MM/DD/YYYY 

Please attach and flyer/website/marketing that has been created for this camp

Add file

Approved \*

- ☐ Yes
- ☐ No

Signature

  
Please sign here

Date \*

MM/DD/YYYY 

## **Local Sports Club Policy and Procedures**

### **Policy:**

1. In sports other than football and basketball, a coach, including volunteer coaches, may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport or a sport other than the coach's sport for a local sports club or organization located in UT's home community, provided all prospects participating in the sports club are legal residents of the area (within a 50-mile radius of UT).
  - a. Exceptions:
    - i. UT documents that the local sports club is the closest opportunity for the prospect to participate in the sport. Skill level does not apply
    - ii. Legal Resident: Temporary relocation within the 50-mile radius does not suffice.
2. In club teams involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which the institution's coach is involved; however, it is not permissible for the coach to assign a prospect who lives outside the 50-mile area to another coach of the club.
3. In the sport of women's volleyball, during a dead period or a quiet period, coaches may not coach a local sports club team at an off-campus competition where prospective student-athletes are present. However; it is permissible for a UT coach to coach his or her own local sports club team in practice activities.

### **Procedure:**

- 1) Prior to working at a local sports club, the coaching staff member must complete the Local Sports Club Approval Form and submit to the Office of Athletics Compliance for review.
- 2) The Local Sports Club Approval Form must include the following:
  - a. Name of club
  - b. Name of club director
  - c. Member dues amount
  - d. Club address
  - e. Club game schedule
- 3) The Office of Athletics Compliance will notify the coaches via email if the local sports club is approved or denied. If the coach's request is denied, the Office of Athletics Compliance will outline the reasoning behind the denial.



## Local Sports Club Form

This form is to be completed by any coach wishing to own and operate, participate, instruct, or coach at a local sports club. This form, when approved authorizes the coach to be involved with the local sports club. **THIS FORM MUST BE APPROVED TWO WEEKS PRIOR TO ANY ACTIVITY WITH THE CLUB.**

Requesting Coach's Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Governing NCAA Bylaws:

**13.11.2.4 Local Sports Clubs.** In sports other than basketball and football, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution). In all sports, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in a sport other than the coach's sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution). Further, in clubs or organizations involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which the institution's coach is involved; however, it is not permissible for the coach to assign a prospective student-athlete who lives outside the 50-mile area to another coach of the club. A coach also may be involved in activities with individuals who are not of a prospective student-athlete age, regardless of where such individuals reside. (In women's volleyball and women's beach volleyball, see Bylaws 13.1.7.9 and 13.1.7.10, respectively, for regulations relating to a coach's involvement with a local sports club and the permissible number of evaluation days.) [D] (Revised: 1/10/90, 1/16/93, 9/6/00, 4/25/02 effective 8/1/02, 5/11/05, 7/31/15, 5/1/19)

**13.11.2.4.4 Women's Volleyball -- Additional Restrictions.** In women's volleyball, during a dead or quiet period, institutional coaching staff members may not coach a local sports club team at an off-campus competition where prospective student-athletes are present. However, it is permissible for an institution's coach to coach his or her own local sports club team in practice activities. [D] (Adopted: 4/28/05 effective 8/1/05)

**13.1.7.9 Evaluation Days -- Women's Volleyball.** In women's volleyball, each institution is limited to 80 evaluation days (measured August 1 through July 31) per Bylaw 13.02.7.2. A coach's employment activities in an institutional camp or clinic (including another NCAA four-year institution's camp or clinic) or a noninstitutional, privately owned camp or clinic within a 50-mile radius of the institution do not count toward the evaluation days limitation. A coach's (including a volunteer coach) involvement outside the contact/evaluation period with a local sports club per Bylaw 13.11.2.4 shall count toward the limit. A coach's (including a volunteer coach) employment activities in a noninstitutional, privately owned camp or clinic outside a 50-mile radius of the institution shall count toward the limit. [D] (Adopted: 4/25/02 effective 8/1/02, Revised: 1/8/07 effective 8/1/07, 4/25/18 effective 8/1/18)

Name of Local Sports Club: \_\_\_\_\_

Name of Owner/Operator of the Club: \_\_\_\_\_

Club Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Member Dues Amount: \_\_\_\_\_

Can you verify that all PSA's reside within the 50-mile radius?

Is the Club game schedule attached/emailed to compliance?

*I certify that I have submitted accurate information and will continue to follow NCAA rules regarding local sports clubs. If any information on this form changes, I will promptly update the information.*

Requesting Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Compliance Office Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Any Income from participation must be reported on the Outside Compensation Form**

## **Recruiting Scouting Service Purchase Policy and Procedures**

### **Policy:**

1. In basketball, an institution may subscribe to a recruiting or scouting service involving prospective student-athletes, provided the institution does not purchase more than one annual subscription to a particular service and the service:
  - a. Is made available to all institutions desiring to subscribe and at the same fee rate for all subscribers;
  - b. Publicly identifies all applicable rates;
  - c. Disseminates information (e.g., reports, profiles) about prospective student-athletes at least four times per calendar year;
  - d. Publicly identifies the geographical scope of the service (e.g., local, regional, national) and reflects broad-based coverage of the geographical area in the information it disseminates;
  - e. Provides individual analysis beyond demographic information or rankings for each prospective student-athlete in the information it disseminates;
  - f. Provides access to samples or previews of the information it disseminates before purchase of a subscription;
  - g. Provides information regarding each prospective student-athlete in a standardized format that ensures consistent distribution to all subscribers; and
  - h. Does not provide information in any form (e.g., oral reports, electronic messages) about prospective student-athletes beyond the standardized, consistent information that is provided to all subscribers.
2. An institution is permitted to use or subscribe to a video service that only provides video of prospective student-athletes and does not provide information about or analysis of prospective student-athletes. Use of a subscription to such a service is subject to the provisions of Bylaw 13.14.3.1, except for subsections (c) and (e).
3. In sports other than basketball, an institution may subscribe to a recruiting or scouting service involving prospective student-athletes according to Bylaw 13.14.3.2, provided the service is made available to all institutions desiring to subscribe and at the same fee rate for all subscribers. The service must also provide information regarding each prospective student-athlete in a standardized format that ensures consistent distribution to all subscribers. An institution is not permitted to subscribe to a recruiting or scouting service that provides information in any form (e.g., oral reports, electronic messages) about prospective student-athletes beyond the standardized, consistent information that is provided to all subscribers. An institution is permitted to subscribe to a service that provides scholastic and/or non-scholastic video. The institution may not contract with a service in advance to have a particular contest recorded or provided.
4. Sports may not subscribe to a Recruiting Scouting Service that provides oral reports.

### **Procedure:**

1. The sport will submit the list of the recruiting services they would like to purchase for the academic year to the Assistant Director of Compliance for review and approval.
2. If the sport is basketball, the Compliance Coordinator will verify the NCAA Recruiting Scouting Service Approval List.
3. Recruiting Scouting Services for sports other than basketball will be reviewed on the respective website and other available information.
4. The Compliance Coordinator will compile a list of all recruiting scouting services on spreadsheet that includes:
  - a. Name
  - b. Name of Operator
  - c. Contact Information
  - d. Price
  - e. Website
  - f. Access Codes
5. The Assistant Director of Compliance will issue approval or denial via email correspondence to the Office of Business Operations and the Sport Staff.

# Interpretation Request Form

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Date: \_\_\_\_\_

Facts Surrounding Request:

|  |
|--|
|  |
|--|

Relevant Bylaws:

|  |
|--|
|  |
|--|

Compliance Office Interpretation:

|  |
|--|
|  |
|--|

**The Compliance Office will respond to your request within 48 hours.**

# **Bylaw 14**

## **Eligibility**

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# NCAA Eligibility Center COVID-19 Response FAQs

## For Students Initially Enrolling Full Time in the 2021-22 or 2022-23 Academic Year

Given the continuing impact of COVID-19 on the educational environment, the NCAA Eligibility Center has partnered with the NCAA membership to identify the following changes to the initial-eligibility certification process for students **who initially enroll full time in a collegiate institution during the 2021-22 or 2022-23 academic year**. The Eligibility Center will continue to monitor the environment and make necessary adjustments to prioritize health, safety and fairness for all prospective student-athletes.

### FAQ Topics—Quick Links

[Academic Evaluations](#)

[Automatic Waiver Criteria](#)

[Submission of Academic Documents](#)

[Timing](#)

### COVID-19 Automatic Waiver Criteria for 2021-22 or 2022-23 Enrollment

**Q1:** Given the unique circumstances due to COVID-19, will there be any flexibility in the initial-eligibility standard for students who initially enroll full time in a collegiate institution during the 2021-22 or 2022-23 academic year?

**A1:** Yes. Students who **initially enroll full time during 2021-22 or 2022-23** will receive an automatic initial-eligibility waiver in the academic certification process that provides the highest level of relief for which they are eligible, per the criteria below:

| COVID-19 Automatic Waiver Criteria—2021-22 or 2022-23 Enrollment*             |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alternative Standard                                                          | Division I                                                                                                                                                                                                                                                                         | Division II                                                                                                                                                                                                |
| <b>Qualifier</b><br>Athletics aid, practice and competition.                  | <b>Complete Academic Record:</b> <ul style="list-style-type: none"> <li>Core-course progression (10/7) before starting 7th semester;**</li> <li>16 core-course units in the required subject areas;</li> <li>≥ 2.300 core-course GPA; and</li> <li>Proof of graduation.</li> </ul> | <b>Complete Academic Record:</b> <ul style="list-style-type: none"> <li>16 core-course units in the required subject areas;</li> <li>≥ 2.200 core-course GPA; and</li> <li>Proof of graduation.</li> </ul> |
| <b>Early Academic Qualifier</b><br>Athletics aid, practice and competition.   | <b>Pre-7th Semester:</b> <ul style="list-style-type: none"> <li>14 core-course units in the required subject areas; and</li> <li>≥ 3.000 core-course GPA.</li> </ul>                                                                                                               | <b>Pre-7th Semester:</b> <ul style="list-style-type: none"> <li>14 core-course units in the required subject areas; and</li> <li>≥ 2.500 core-course GPA.</li> </ul>                                       |
| <b>Academic Redshirt</b><br>Athletics aid (1st year) and practice (1st term). | <b>Complete Academic Record:</b> <ul style="list-style-type: none"> <li>16 core-course units in the required subject areas;</li> <li>≥ 2.000 core-course GPA; and</li> <li>Proof of graduation.</li> </ul>                                                                         | N/A***                                                                                                                                                                                                     |

\*Standardized test scores are excluded from these criteria.

\*\*Students certified based solely on international credentials are exempt from the 10/7 core-course progression requirement.

\*\*\*Please see linked resources for additional information regarding [Division I](#) and [Division II](#) standards.

The following chart provides a quick reference for each division and the COVID-19 Automatic Waiver criteria for 2021-22 enrollment, as shown in the chart above.

| COVID-19 Automatic Waiver—2021-22 or 2022-23 Enrollment*                                                                                     |            |         |         |       |       |       |      |                |         |       |       |      |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|---------|-------|-------|-------|------|----------------|---------|-------|-------|------|
| Alternative Standard                                                                                                                         | Division I |         |         |       |       |       |      | Division II*** |         |       |       |      |
|                                                                                                                                              | 10/7**     | 16 Core | 14 Core | ≥ 3.0 | ≥ 2.3 | ≥ 2.0 | Grad | 16 Core        | 14 Core | ≥ 2.5 | ≥ 2.2 | Grad |
| <b>Qualifier</b><br>Athletics aid, practice and competition.                                                                                 | ✓          | ✓       |         |       | ✓     |       | ✓    | ✓              |         |       | ✓     | ✓    |
| <b>Early Academic Qualifier</b><br>Athletics aid, practice and competition.<br><i>Applied based on pre-seventh semester academic record.</i> |            |         | ✓       | ✓     |       |       |      |                | ✓       | ✓     |       |      |
| <b>Academic Redshirt</b><br>Athletics aid (1st year)<br>and practice (1st term).                                                             |            | ✓       |         |       |       | ✓     | ✓    |                |         |       |       |      |

\*Standardized test scores are excluded from these criteria.

\*\*Students certified based solely on international credentials are exempt from the 10/7 core-course progression requirement.

\*\*\*Please see linked resources for additional information regarding [Division I](#) and [Division II](#) standards.

- Q2:** If students meet the [COVID-19 Automatic Waiver criteria for 2021-22 or 2022-23 enrollment](#) but also present a non-qualifying standardized test score, will they still receive the automatic waiver?
- A2:** Yes. Standardized test scores are not included in the COVID-19 Automatic Waiver criteria for 2021-22 or 2022-23 enrollment.
- Q3:** How will the COVID-19 Automatic Waiver for 2021-22 or 2022-23 enrollment appear in the student's Eligibility Center account?
- A3:** For students who meet the alternative [Qualifier](#) or [Early Academic Qualifier](#) standard, their Eligibility Center account will show Final Nonqualifier status with "COVID-19 Automatic Waiver Approved" in the Academic Status field (see *below*):

|                                                                                                                                                                                                                                                    |                                               |                                                                                                                                                                                                                                                          |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>DIVISION I</b><br>Academic Status<br><b>Final Nonqualifier</b><br>(COVID-19 Automatic Waiver Approved)                                                                                                                                          | Amateur Status<br><b>Preliminary Reviewed</b> | <b>DIVISION II</b><br>Academic Status<br><b>Final Partial Qualifier</b><br>(COVID-19 Automatic Waiver Approved)                                                                                                                                          | Amateur Status<br><b>Preliminary Reviewed</b> |
| <b>DIVISION I ACADEMIC STATUS</b><br><b>Final Nonqualifier</b><br>COVID-19 Automatic Waiver Approved<br>You are immediately eligible to receive athletics aid, practice and compete. Contact your institution's Compliance Department for details. |                                               | <b>DIVISION II ACADEMIC STATUS</b><br><b>Final Partial Qualifier</b><br>COVID-19 Automatic Waiver Approved<br>You are immediately eligible to receive athletics aid, practice and compete. Contact your institution's Compliance Department for details. |                                               |

For students who meet the alternative [Academic Redshirt](#) standard (DI), their Eligibility Center account will show “Final Nonqualifier” status with “Partial COVID-19 Waiver – Aid: 1st yr & Practice: 1st term” for DI in the Academic Status field (*see below*):

|                                                                                                                                             |                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>DIVISION I</b><br>Academic Status<br><b>Final Nonqualifier</b><br><br>(Partial COVID-19 Waiver -<br>Aid: 1st yr & Practice: 1st<br>term) | Amateur Status<br><b>Preliminary Reviewed</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DIVISION I ACADEMIC STATUS</b><br><b>Final Nonqualifier</b><br><br>Partial COVID-19 Waiver - Aid: 1st yr & Practice:<br>1st term<br><br>You are immediately eligible to receive athletics<br>aid in your first year and practice in your first<br>term of full-time enrollment. Contact your<br>institution's Compliance Department for details. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**Q4:** Will homeschool students be eligible to meet the [COVID-19 Automatic Waiver](#) criteria for [2021-22 or 2022-23 enrollment](#)?

**A4:** Yes.

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## Timing

**Q6:** When will the COVID-19 Automatic Waiver be applied?

**A6:** The COVID-19 Automatic Waiver will be applied at the time of academic evaluation.

---

## Submission of Academic Documents

**Q7:** Will there be any flexibility in requiring official academic documents?

**A7:** Official academic records are necessary to ensure accurate initial-eligibility certifications and should be submitted via an [approved channel](#) whenever possible. Given the unique circumstances, if only unofficial records are available for students who initially enroll full time in 2021-22 or 2022-23, please submit them to [ec-processing@ncaa.org](mailto:ec-processing@ncaa.org) directly from the email address associated with the student's Eligibility Center account for use in the academic evaluation.

---

## Academic Evaluations

**Q8:** How will the Eligibility Center approach schools with NCAA-approved core courses that offer distance, e-learning or hybrid options for students in 2020-21 and/or 2021-22 due to COVID-19?

**A8:** Consistent with the approach to reviews in Spring/Summer 2020, the Eligibility Center will not require a separate review of distance, e-learning or hybrid programs offered by schools with NCAA-approved core courses during 2020-21 and/or 2021-22 in response to COVID-19. Students may complete their NCAA-approved core courses through the channels of instruction provided or recommended by their school, district or state department of education. For parents administering home school curriculum, please review the information included in the Eligibility Center home school [resources](#).

*Note:* This policy will apply to students from all grade levels (e.g., freshmen, sophomores) who complete distance, e-learning or hybrid courses in 2020-21 and/or 2021-22 at schools with NCAA-approved core courses.

**Q9:** How will the Eligibility Center approach high schools that issue Pass/Fail grades in 2020-21 and 2021-22?

**A9:** For NCAA-approved core courses completed in 2020-21 and 2021-22 that have been issued a grade of Pass, the Eligibility Center will apply the credit earned in these courses toward the core-course requirement in the student's certification. If the student's core-course GPA would increase by assigning a value of 2.300, this value will be assigned to the Passed courses. However, if the student's core-course GPA would decrease by including the 2.300 value for Passed courses, the student's core-course GPA will be calculated based only on courses with assigned letter grades from previous terms (credit from these courses will still be applied toward the student's core-course requirements).

*Note: This policy will apply to students from all grade levels (e.g., freshmen, sophomores) who successfully complete NCAA-approved pass/fail core courses in 2020-21 and 2021-22.*

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**Q10:** Will there be any flexibility in the Division I core-course time limitation for students who initially enroll full time in 2021-22 or 2022-23?

**A10:** Yes. For students who initially enroll full time in 2021-22 or 2022-23, up to six core-course units completed after starting the seventh semester (and before full-time enrollment) will be used in the student's initial-eligibility certification, regardless of whether the student graduated on time or when the courses are completed (i.e., during the academic year or summer term).

*Note: For Division I, all core courses completed before full-time enrollment may be used in the academic-redshirt certification.*

---

**Q11:** How will the Eligibility Center approach canceled international leaving examinations?

**A11:** The Eligibility Center encourages submission of official year-by-year transcripts for evaluation of international students. For countries and/or examination boards issuing certificates/diplomas without final exams (based on other assessment methodologies), the Eligibility Center will accept the credential as acceptable proof of high school graduation, provided it is listed as an acceptable proof of graduation in the [NCAA International Guide](#). As a reminder, the [Graduation Timeline Confirmation Form](#) may also be submitted, as appropriate, to extend the graduation timeline.

---

**Q12:** What if students do not meet the [COVID-19 Automatic Waiver criteria for 2021-22 or 2022-23 enrollment](#)?

**A12:** Students should contact the athletics compliance office at their NCAA college/university to discuss potential next steps.

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**Q13:** Will other classes (e.g., sophomores, juniors) receive any flexibility in the NCAA initial-eligibility standard as a result of COVID-19?

**A13:** The approach to Pass/Fail grades and distance/e-learning/hybrid courses will apply to all students, including subsequent classes, who complete NCAA-approved core courses in spring/summer 2020 or during the 2020-21 or 2021-22 academic years.

---

*For information on the Eligibility Center's COVID-19 response to amateurism requirements, [click here](#).*

## Initial Eligibility Policy and Procedures

### Policy:

1. **NCAA Eligibility Center.** The NCAA Eligibility Center is the entity that certifies the academic and amateur credentials of all prospective student-athletes who wish to compete in NCAA Division I athletics. All NCAA initial eligibility details and final certifications decisions are obtained online directly from the NCAA Eligibility Center. The Athletics Compliance Office emails the NCAA Eligibility Center IRL Reports.
2. **Core Course.** A High school course must meet sufficient academic criteria to be considered by the NCAA as a countable core course toward a prospective student-athlete's initial eligibility certification.
3. **Core Course Grade-Point Average (GPA).** The calculation of a prospective student-athlete's GPA for NCAA initial eligibility purposes is based solely on the student-athlete's (16) core courses.
4. **Qualifier.** A qualifier is a student-athlete who satisfies the NCAA initial eligibility requirements and is therefore permitted to practice, compete and receive athletically- related financial aid during his or her first academic year at an NCAA institution. A qualifier meets the core-course requirement with a core-course GPA and test scores that meet NCAA standards.
5. **Non-Qualifier.** A non-qualifier is a student-athlete who does not meet NCAA initial eligibility requirements and is therefore not permitted to practice, compete or receive athletically- related financial aid during his or her first academic year at an NCAA institution. A student- athlete may be rendered a non-qualifier pursuant to a deficiency in the core-course requirement, the core-course GPA, and/or the test score standards.
6. **Academic Redshirt.** Effective 9/1/16. An academic redshirt is a student-athlete may receive athletics aid and practice during their initial semester of enrollment. The student-athlete must successfully complete nine semester hours in the initial term of enrollment to continue practice in the next term.
7. **Institutional Request List (IRL).** The IRL is a list of student-athletes that are currently being recruited by a member institution. Placing a prospective student-athlete on the active IRL initiates the certification process.

### APP Procedure

APP data and reporting is compiled by 4 departments. The Associate AD for Academics and Student-Athlete Welfare is the administrator of this program.

1. The Institutional Effectiveness Athletic Dashboard supplies data on each SA that is automatically available for all reports on campus or for the NCAA.
2. The Eligibility Coordinator enters validated academic and financial aid information.
3. The Associate AD for Academics enters retention data. Is also responsible for all recovery plans. They will also do final submission and all corrections.
4. Before final submission the Compliance office will review all eligibility and retention data. Any information or questions will be supplied to Associate AD before final submission.
5. The Associate AD for Academics will then submit final report. All Head Coaches will be notified of their team scores and any recovery plans that need to be implemented.

## UTAH TECH APP PROCEDURES (UPDATED 3/13/2023)

APP data and reporting is compiled by 4 departments. The Associate AD for Academics and Student-Athlete Welfare is the administrator of this program.

- 1.The Institutional Effectiveness Athletic Dashboard supplies data on each SA that is automatically available for all reports on campus or for the NCAA.
- 2.The Eligibility Coordinator enters validated academic and financial aid information.
- 3.The Associate AD for Academics enters retention data. Is also responsible for all recovery plans. They will also do final submission and all corrections.
- 4.Before final submission the Compliance office will review all eligibility and retention data. Any information or questions will be supplied to Associate AD before final submission.
- 5.The Associate AD for Academics will then submit final report. All Head Coaches will be notified of their team scores and any recovery plans that need to be implemented.

As per NCAA bylaw 14.01.4, The Academic Performance Program's (APP) "central purpose is to ensure that the Division I membership is dedicated to providing student-athletes with exemplary educational and intercollegiate-athletics experiences in an environment that recognizes and supports the primacy of the academic mission of its member institutions, while enhancing the ability of male and female student-athletes to earn a four-year degree. To accomplish this, and ensure the data is accurate, Utah Tech (UT) follows the following written procedures for collecting, certifying and submitting Academic Progress Rate (APR) and Graduation Success Rate (GSR) data.

The following four areas collaborate for the collection of data used in the APP reports:

- The **Associate AD for Academics and Student-Athlete Welfare** is the administrator of this program.
- The **Eligibility Coordinator** enters validated academic and financial aid information.
- The **Office of Institutional Effectiveness** controls university data used for reporting
- The **Compliance Office** reviews data prior to submission

### Annual APR Timeline and Procedures:

#### **FALL SEMESTER (Submission Semester)**

1. At the conclusion of the summer semester and once final grades have been posted, the Eligibility Coordinator (or assignee) inputs eligibility data into designated location (Compliance Assistant, Spreadsheet, etc..).
  - a. If the UT Athletics dashboard is used, then the information needs to be verified rather than uploaded.
2. Three weeks into the semester the Associate AD (or assignee) updates retention information into the designated location.
3. Four weeks after the first day of classes, the Associate AD will meet with head coaches of each sport to review preliminary data and gather feedback on potential APR adjustments and corrections. (Depending upon the case, these conversations may have begun in the fall/spring of the previous academic year.)

4. Between weeks four and six after the start of the fall semester, the Associate AD-Academics, the Eligibility Coordinator and the Compliance Office meet to review and finalize data for submission and identify potential adjustment requests.
5. The Associate AD-Academics will be the primary party responsible for drafting APR adjustment requests.
  - a. Transfer adjustments will verify the student-athletes full-time enrollment at the next institution through one of the following:
    - i. Matriculation through transfer portal (compiled by Compliance Office)
    - ii. Receiving written confirmation from the next institution
    - iii. Use of the National Student Clearinghouse database
6. If further APR adjustments or corrections are needed (e.g., student-athlete is eligible for an adjustment of a lost APR point due to mitigating circumstances), the Compliance Office, student certification officer, and director of student-athlete services work together to determine the best possible course of action.
7. Once APR data is submitted by the Associate AD-Academics (or designee), but prior to the end of the correction/adjustment phase, the Associate AD-Academics, Compliance Office, Eligibility Coordinator review final results and verify accuracy.
8. The Associate AD will be responsible to draft individual team APR reports then meet with each head coach to discuss these APR reports and determine if any additional corrections or adjustments are warranted.
9. The Associate AD-Academics will discuss individual APR results with the Faculty Athletics Representative (FAR)

## **SPRING SEMESTER**

1. Following the third week of class, the Eligibility Coordinator and the Associate AD-Academics (or designees) will update fall eligibility/retention information into assigned location and review the NCAA Athletics Dashboard and check for accuracy.
2. Prior to the completion of the spring semester (preferably following fall registration) the Associate AD-Academics and the Eligibility Coordinator review the preliminary APR data (eligibility and retention data from fall to spring), identify potential transfers and identify lost points. The two will also identify any potential eligibility or retention issues expected during the spring /summer.
3. The Associate AD-Academics will meet with each head coach to discuss points lost during the fall.

## **SUMMER SEMESTER**

1. By July 15<sup>th</sup> the Eligibility Coordinator and the Associate AD-Academics will update eligibility and retention information into the designated location.

## **ADDITIONAL APR PROCEDURES**

- **Professional Departure:** For student-athletes who meet the professional departure adjustment criteria, the Compliance Office obtains and forwards documentation of the former student-

athlete's professional status to the Associate AD-Academics who transfers the information to the student-athlete's Academic Details page in the Academic Portal.

- **Delayed Graduation Points:** The Associate AD-Academics and the Eligibility Coordinator maintain a joint list of former student-athletes eligible for delayed graduation points. This list is used as a guide for contacting potential graduates and is checked on a semester-by-semester basis to determine if any former student-athletes have returned to Utah Tech to graduate.
- **2.6/3.3 Transfer Adjustments:** For all student-athletes who transfer immediately to another four-year school with a 2.6 cumulative GPA or higher, the Compliance Office collaborates with the Associate AD-Academics to upload verification of matriculation from the Transfer Portal into the Academic Portal.
  - If the former UT student-athlete does not have information available from within the Transfer Portal (e.g., 3.3 transfer to a two-year school, international transfer), Associate AD-Academics (or designee) submits to the Registrar at the transfer destination a matriculation verification form. (If that is unsuccessful, the Associate AD-Academics (or designee) submits the form to its counterpart at the transfer institution.) Once the form is received, it is uploaded into the student-athlete's Academic Details page within the Academic Portal.
  - If the matriculation verification form is not received, the Associate AD-Academics (or designee) attempts to verify and document enrollment at another institution through the National Student Clearinghouse database.

#### Annual GSR Timeline and Procedures:

1. Once the GSR cohort composition has been verified as accurate, the director of institutional research, in conjunction with the student certification officer, confirms the student-athlete outcome data. The director of institutional research then enters that data into the Academic Portal.
2. Student-athletes in the GSR cohort can have one of four outcomes:

**(1) Graduated,**

**(2) Left academically eligible with athletic eligibility remaining,**

**(3) Exclusion, or**

**(4) Did not graduate/did not leave eligible.**

**Graduated:** Student-athletes must graduate within six years of initial full-time enrollment at any collegiate institution to count as graduated within the GSR. If a student-athlete graduated after the six years, he/she would be labeled as "Did not graduate/did not leave eligible".

- i. Even though student-athletes labeled as a "Graduated" in the APR data are automatically noted as "Graduated" in the GSR data, the Director of Institutional Research, in conjunction with the Eligibility Coordinator confirms the student-athletes' graduation within the UT student information system.

- ii. Student-athletes who graduate after athletically related financial aid is discontinued are not pre-populated as “Graduated” in the APR data. The director of institutional research, in conjunction with the student certification officer, confirms the student-athletes’ graduation within the UT student information system.

**Left academically eligible with athletic eligibility remaining:** Student-athletes who did not graduate and left the institution academically eligible with athletic eligibility remaining should be labeled as such. These student-athletes are removed from the GSR cohort. (If they received aid as first-time freshmen, they remain in the FGR cohort.)

- i. The Eligibility Coordinator determines which student-athletes “left academically eligible with athletic eligibility remaining” and provides these outcomes to the director of institutional research and the Associate AD-Academics.

**Exclusion:** Student-athletes may be excluded from the GSR (and FGR) if they leave school to participate in military service, suffer death or permanent disability, or participate in a religious mission or foreign aid service. (Pregnancy is not considered an allowable exclusion.)

- i. The Director of Institutional Research (or designee), in conjunction with the Eligibility Coordinator and the Associate AD-Academics, verifies any exclusions from the cohort.

**Did not graduate/did not leave eligible:** All student-athletes who do not fall into one of the three categories above are classified as “Did not graduate/did not leave eligible.”

- ii. This applies to any student-athlete who:
  - 1. Departed Utah Tech and would not have been eligible to compete had he/she remained at UT or
  - 2. Exhausted athletic eligibility and did not graduate from UT.
- 3. Student-athletes who depart the institution to become professional athletes can receive an adjustment to their APR retention point. However, with regard to GSR data:
  - a. If a student-athlete becomes a professional athlete after exhausting athletic eligibility, he/she must graduate within six years to be considered “Graduated.”
  - b. If a student-athlete becomes a professional athlete prior to exhausting athletic eligibility, he/she is considered “Left academically eligible with athletic eligibility remaining” unless he/she returns to graduate.

### **Timeline for Submission of GSR and Graduation Rate Data**

As noted above, the NCAA generally makes the GSR cohort available for outcome submission in early March. Since data is due to the NCAA on or before June 1, Utah Tech strives to follow the timeline below to ensure timely and accurate submission of data in the Academic Portal.

- By April 15, Associate AD-Academics, in conjunction with the Eligibility Coordinator, verifies the accuracy of the GSR cohort.
- By May 15, the Director of Institutional Research, in conjunction with the Associate AD-Academics and the Eligibility Coordinator, determines/confirms all student-athlete outcomes within the Academic Portal.
- By May 15, the Associate AD-Academics enters student-athlete demographic data and student body demographic and outcome data.
- By May 20, the Associate AD-Academics, in conjunction with the Compliance Office, drafts correspondence summarizing the GSR and FGR outcomes and submits it along with the signature page (obtained from the Academic Portal) to the president for completion.
- By June 1, the Associate AD-Academics submits final data and uploads the completed signature page from the president into the Academic Portal.

## **Athletic Academic Policies and Procedures**

### **Institutional Request List (IRL)**

As soon as a coach begins actively recruiting a potential student athlete (PSA) they must notify the Eligibility Coordinator and Compliance office in writing of the student's name and NCAA ID number so the student can be added to the Institutional Request List (IRL). If the PSA's NCAA ID number is not known then the coach must send the student's full name and Birthdate to the Eligibility Coordinator and Compliance office in order for the PSA to be added to the IRL. The NCAA will not clear a student if they are not on a school's IRL.

If the PSA being added to the IRL is a transfer student coaches should also indicate in writing that the PSA is a transfer student from either a 2-year or 4-year institution. Coaches should also check that a 4-4 transfer is on the transfer portal and has been given permission to speak to other institutions before they contact PSA.

All PSA's, freshman and transfer students, must be academically certified through the NCAA and must have their high school submit official high school transcripts to the NCAA Eligibility Center. The student must also request from either ACT or SAT to have their official test scores sent to the NCAA Eligibility Center.

Coaches can ask for a copy of their IRL at any time. They can request a copy of that list from the Eligibility Coordinator or Compliance office. The Eligibility Coordinator will supply coaches with a written list of their student's NCAA tasks periodically throughout each semester.

When a coach is no longer recruiting a PSA, they can submit a request in writing to the Eligibility Coordinator or Compliance Office to have that PSA removed from their IRL. Students who have signed a National Letter of Intent with UT cannot be removed from the IRL.

### **Freshman Student Transcript Evaluations**

The NCAA will do an official academic certification for incoming freshman to determine their eligibility status as long as their high school transcript and test score has been officially submitted to the NCAA eligibility Center. Coaches can do their own assessment to determine if a freshman PSA will have 16 core requirements by using the tool available in Jump Forward under the recruit's name titled "Transcript Eval."

### **Transfer Student Transcript Evaluations**

Once a transfer student is on the IRL, coaches should request a copy of unofficial transcripts from every college the PSA has attended. The transcript should have the student's name and the institution on each transcript. Coaches should then submit the transcript with a Transcript evaluation form in Jump Forward so the transcripts can be evaluated to verify if a student will be eligible to transfer to Utah Tech and meet all NCAA transfer requirements. The Eligibility Coordinator will email the evaluation results back to the coach who submitted the transcript evaluation form in Jump Forward.

For more information about transfer eligibility rules please refer to <https://www.ncaa.org/about/division-i-academic-eligibility>

### **Utah Tech Admissions Process**

To be admitted to Utah Tech a student can apply online at the following link: <https://apply.dixie.edu/apply/>

Once the admission application is submitted online, students will be asked to pay the admission application fee. Then all freshman must submit a high school transcript. If the student has ACT or SAT test scores, they should send those scores to admissions.

All transfer students must have an official transcript sent from each college they have attended to the UT admissions office before they will be admitted. If the transfer student has not completed 24 transfer credits, they must also have their high school transcript and test scores submitted to UT admissions.

If a coach wants to know a student's admission status they can request the student's status from the Eligibility Coordinator in writing. Coaches should not contact the admissions office about a student's status. The student may contact the admissions office. The Eligibility Coordinator will supply a written list of all student's admissions status periodically throughout each semester. (See attached list of Bachelor's and Graduate degrees students can pursue)

#### **NCAA Eligibility Roster and Change of Status Forms**

It is the Head Coach's responsibility to make sure the eligibility roster provided in SharePoint is accurate. The Eligibility Coordinator updates the Eligibility roster in live time to indicate the status for each student athlete. If a student athlete's status on a team changes, like they have been cut or quit the team for example. Then a coach must submit in Jump Forward a Change of Status form and any other financial aid forms required if the student is on athletic aid. If a new student is being added to a team the coach must submit a Change of Status form to add the player to the team.

#### **Course Registration and Class and Major Changes**

Students can work with NCAA advisors or program advisors to receive help when registering for classes. If students want to change their major they must meet the program advisor to change their major. Students must check with Eligibility Coordinator before they make any major changes to verify that changing their major will not negatively affect their athletic eligibility. Students must get approval from the NCAA Eligibility Coordinator when they would like to drop a class.

#### **Continuing Student Progress Towards Degree Requirements**

See policy 617 (attached)

# Utah Tech University Policy

## 617: Student Athlete Academic Eligibility



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

### I. Purpose

- 1.1 Utah Tech University (“the University”) ensures that all student-athletes participating in intercollegiate athletics at the University meet academic and progress toward degree requirements set forth by the National Collegiate Athletic Association (NCAA).

### II. Scope

- 2.1 All student-athletes who are on an official University team roster are held to the academic requirements and progress toward degree expectations set forth in this policy. Those who do not meet the set requirements risk being declared academically ineligible for competition, practice, and/or athletic financial aid for intercollegiate athletics at the University.

### III. Definitions

- 3.1 **Academic Year:** The time beginning with the opening of the University’s fall term and concluding with spring commencement.
- 3.2 **Student-Athlete:** A University student who participates in an official competitive sport sponsored by the University. The athletic department determines which sports are officially sponsored by the University. Intramural and club teams are not considered official or sponsored sports.
- 3.3 **Team Roster:** A list of student-athletes who are a part of an official sponsored sport offered at the University. The athletic department determines and keeps records of all team rosters.

## IV. Policy

- 4.1 In order to practice and compete in an athletic program, student-athletes will comply with the following NCAA and University requirements:
  - 4.1.1 New student-athletes must be enrolled, and remain enrolled, in a full-time program of studies leading to a baccalaureate or graduate degree.
  - 4.1.2 Student-athletes must declare a major and make progress toward that specific degree prior to their fifth semester of collegiate enrollment and be eligible by all NCAA standards.
  - 4.1.3 Student-athletes that have already received a baccalaureate degree must be enrolled in either 12 credit hours leading to a second baccalaureate degree or nine credit hours leading toward a graduate degree.
  - 4.1.4 Continuing student-athletes must enroll in a minimum of 12 credits each semester.
  - 4.1.5 Freshman student-athletes in their first and second full-time semesters must receive a passing grade in an average of 12 or more credits towards a Baccalaureate degree during their fall and spring semesters, or they must receive a passing grade in 24 or more credits toward a Baccalaureate degree before their third full-time semester.
  - 4.1.6 All other continuing student-athletes must receive a passing grade in at least 18 credits towards their Baccalaureate or Graduate degree during the academic year.
  - 4.1.7 Student-athletes must receive a passing grade in at least six credits toward a Baccalaureate or Graduate degree each fall and spring semester in order to be eligible to compete during the following semester.
    - 4.1.7.1 Football student athletes must receive a passing grade in at least nine credits toward their Baccalaureate or Graduate degree each fall semester in order to be eligible to compete during the following fall semester.
  - 4.1.8 All student-athletes must complete 40% of their declared Baccalaureate degree before the start of their fifth full-time semester.

- 4.1.9 All student-athletes must complete 60% of their declared Baccalaureate degree before the start of their seventh full time semester.
- 4.1.10 All student-athletes must complete 80% of their declared Baccalaureate degree before the start of their ninth full-time semester.
- 4.1.11 All student-athletes must achieve a minimum cumulative grade point average (GPA) of a 2.000 (based on a maximum of a 4.000) measure at the beginning of each fall and spring semester.
  - 4.1.11.1 First year freshman student-athletes are not required to have a cumulative 2.000 GPA until the end of their second full-time semester.
- 4.2 All credits that apply to the student-athlete's degree (e.g., part-time, transfer, advanced placement, and other types of credit) shall be used in determining the number of semester credits completed, and all applicable credits will be included in the calculation of the minimum GPA requirements.
- 4.3 All student-athletes shall complete their seasons of participation within five calendar years from the beginning of the semester in which the student-athlete first registered for a minimum full-time program of studies at any collegiate institution.
- 4.4 Student-athletes may qualify for an exception to certain eligibility requirements per NCAA rules.
  - 4.4.1 All possible exceptions must be verified by the University Eligibility Coordinator and the University Athletic Academic Office.
- 4.5 In addition to all eligibility requirements set forth in this policy, student-athletes will be bound by all NCAA eligibility requirements. The NCAA requirements may include but not be limited to individual sports that have extra NCAA eligibility requirements. In the case that the NCAA eligibility requirements are lesser, University eligibility requirements will take precedence.
- 4.6 Student-athletes will not be allowed to take a full-time course load completely made up of online courses. Students may only take a full-time course load of online courses if:
  - 4.6.1 The student's program of study has been designated as an online program by the University.

4.6.2 The classes required for graduation are only taught online and no other class options are available.

4.6.3 The student needs to take all online courses because of an extenuating circumstance.

4.6.3.1 Extenuating circumstances must be approved by the Associate Athletic Director of Academics.

## **V. References**

5.1 NCAA Division II Manual (<https://www.ncaapublications.com/>)

## **VI. Procedures**

6.1 All student-athletes will be checked and certified that they are meeting all progress toward degree requirements at the beginning and end of every semester. All certification is completed by the Eligibility Coordinator and is verified by the Athletic Compliance Office, Associate Athletic Director of Academics, Athletic Director, or Faculty Athletic Representative each semester.

## **VII. Addenda - N/A**

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Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: NCAA Eligibility Coordinator

History:

Approved 9/12/06

Revised 11/16/07

Revised 01/26/16

Revised 03/18/16

Revised: 03/13/2020

Editorial 07/01/2022

## **2-4 RECRUITING PROCEDURE**

1. FILL OUT TRANSCRIPT EVALUATION FORM COMPLETELY ON JUMPFORWARD. Make sure all gaps are accounted for since graduating from high school. Even part-time hours.
  - a. ALL TRANSCRIPTS OF EVERY SCHOOL ATTENDED SINCE HIGH SCHOOL.
  - b. NCAA ID NUMBER TO ADD TO IRL (Should already be on IRL, as soon as you begin recruitment).
2. ONCE TRANSCRIPT EVALUATION IS RECEIVED, RECRUITING COORDINATOR WILL SUBMIT THE FORM AND TRANSCRIPTS THROUGH JUMP FORWARD.
3. AFTER THE TRANSCRIPT HAS BEEN EVALUATED, THE RECRUITING COORDINATOR WILL FORWARD THE EVALUATION RESULTS TO ALL INTERESTED PARTIES.
4. IF COACHES WANT TO CONTINUE WITH THE RECRUITING PROCESS AND OFFER A SCHOLARSHIP, SCHOLARSHIP MUST BE WRITTEN UP BY COACH ASSIGNED TO SCHOLARSHIPS AND MUST BE APPROVED BY THE HEAD COACH.
5. ONCE EVERYTHING IS APPROVED FROM THE HEAD COACH, THE COACH ASSIGNED TO SCHOLARSHIPS WILL SUBMIT THE SCHOLARSHIP TO COMPLIANCE. Make sure you attach all transcripts and evaluation with scholarship offer.

## 2-4 Eval - Coach Fill

Form version 1, updated on Sep 28, 2022 09:01



Date \*

MM/DD/YYYY



Student Name \*

Sport \*

Coach Requesting Evaluation \*

When does the student plan to enroll at Utah Tech? \*

What major does student plan to pursue at Utah Tech? \*

When was the student's first full semester (at any school) \*

List all other institutions attended (Part time, Full time, and/or Concurrent Enrollment and attach transcripts for all)

Attachments for Transcripts

Add file

Is the students name and college name on each transcript? \*

☐

Yes

☐ No, then get a transcript that has both of those things!

Is the student on the IRL \*

NCAA #

☐ Yes

☐ No, but I would like them added and this is their NCAA #

Is the student a:

☐ Qualifier

☐ Academic Redshirt

☐ Non-Qualifier (Assume this if never been certified by NCAA)

Does the student have a 2.50 cumulative  
GPA \*

☐ Yes

☐ No

Does the student have 6 transferable last full-time term? (9 credits last  
full time fall for Football \*

☐ Yes

☐ No

Will the student be graduating with an Associate's degree? \*

If yes, when?

☐ Yes

☐ No

GAPS- Does student have any time periods or gaps? (This includes gaps between HS graduation and college enrollment or any semesters not  
enrolled in school after having started college): \*

☐ Yes

☐ No

What semesters are those gaps and why?

If student went on a mission after having gone to school full time for at least one semester, what date did they leave on their mission?

If student went on a mission after having gone to school full time for at least one semester, what date did they return from their mission?

#### **4-4 RECRUITING PROCEDURE**

1. VERIFY THROUGH NCAA WEBSITE THAT RECRUIT IS ON THE TRANSFER PORTAL. IF RECRUIT IS NOT ON THE PORTAL, INFORM THEM THAT THEY MUST BE ON THE PORTAL IN ORDER FOR COACH TO TALK TO THEM AND DISCONTINUE COMMUNICATIONS UNTIL ATHLETE IS ON THE PORTAL. Compliance can verify if and when you have been on the Transfer Portal.
2. FILL OUT TRANSCRIPT EVALUATION COMPLETELY AND SUBMIT ON JUMPFORWARD.
  - a. ALL TRANSCRIPTS OF EVERY SCHOOL ATTENDED, SINCE HIGH SCHOOL (and verify gaps)
  - b. NCAA ID NUMBER TO ADD TO IRL (should already have been turned in when recruitment begins).
  - c. PSA IS ON THE TRANSFER PORTAL (If an NAIA school, notify Compliance that NAIA AD needs to be informed that PSA is interested in coming to UT. Compliance (per NCAA rules) will send email.
3. ONCE TRANSCRIPT EVALUATION IS RECEIVED, RECRUITING COORDINATOR WILL SUBMIT THE FORM AND TRANSCRIPTS THROUGH JUMP FORWARD.
4. AFTER THE TRANSCRIPT HAS BEEN EVALUATED, THE RECRUITING COORDINATOR WILL FORWARD THE EVALUATION RESULTS TO ALL INTERESTED PARTIES.
5. IF COACHES WANT TO CONTINUE WITH THE RECRUITING PROCESS AND OFFER A SCHOLARSHIP, SCHOLARSHIP MUST BE WRITTEN UP BY COACH ASSIGNED TO SCHOLARSHIPS AND MUST BE APPROVED BY THE HEAD COACH.
6. ONCE EVERYTHING IS APPROVED FROM THE HEAD COACH, THE COACH ASSIGNED TO SCHOLARSHIPS WILL SUBMIT THE SCHOLARSHIP TO COMPLIANCE. Remember to attach all transcripts and evaluation to scholarship offer.

## 4-4 Eval - Coach Fill

Form version 1, updated on Sep 28, 2022 09:01



Date \*

MM/DD/YYYY



Student Name \*

Sport \*

Coach Requesting Evaluation \*

When does the student plan to enroll at Utah Tech? \*

What major does student plan to pursue at Utah Tech? \*

When was the student's first full semester (at any school) \*

List all other institutions attended (Part time, Full time, and/or Concurrent Enrollment and attach transcripts for all)

Attachments for Transcripts

Add file

Is the students name and college name on each transcript? \*

☐

Yes

☐ No, then get a transcript that has both of those things!

Is the student on the IRL \*

NCAA #

☐ Yes

☐ No, but I would like them added and this is their NCAA #

Is the student a:

☐ Qualifier

☐ Academic Redshirt

☐ Non-Qualifier (Assume this if never been certified by NCAA)

Does the student have a 2.50 cumulative  
GPA \*

☐ Yes

☐ No

Does the student have 6 transferable last full-time term? (9 credits last  
full time fall for Football \*

☐ Yes

☐ No

Will the student be graduating with an Associate's degree? \*

If yes, when?

☐ Yes

☐ No

GAPS- Does student have any time periods or gaps? (This includes gaps between HS graduation and college enrollment or any semesters not  
enrolled in school after having started college): \*

☐ Yes

☐ No

What semesters are those gaps and why?

If student went on a mission after having gone to school full time for at least one semester, what date did they leave on their mission?

If student went on a mission after having gone to school full time for at least one semester, what date did they return from their mission?

## **New Student-Athlete Pre-Enrollment Verification Policy and Procedures**

### **Policy**

1. Prior to participation in voluntary athletically related activities, incoming prospective student-athletes must be cleared by the Office of Athletics Compliance and Eligibility Coordinator.
2. All incoming prospective student-athletes must receive a medical examination from the Sports Medicine Staff.
3. In order to have access to certain benefits, student-athletes must be enrolled in a minimum of one Summer Session course. (2020 COVID-19 Rule does not apply).
4. Prospective student-athletes who have pending eligibility issues will be precluded from enrolling in Summer School or participation in voluntary athletically related activities.

### **Procedures**

1. The Eligibility Coordinator will compile a list from all sports, based off the Coaches IRL List.
2. The following information will be reviewed through JumpForward prior to the incoming prospective student- athletes arrival to the locale of UT:
  - a. Pending initial eligibility/transfer eligibility items.
  - b. Place of residence within the locale of UT.
  - c. How the student-athlete will finance their stay?
3. The Eligibility Coordinator will notify the Head Coach (or designee) of any red flags.
4. Upon the incoming prospective student-athlete's arrival, the following information will verified and completed prior to their participation in voluntary athletically related activities:
  - a. Completed Medical Examination.
  - b. Enrollment in Summer School.
  - c. Completion of any pending initial/transfer eligibility requirements.
  - d. Where the student-athlete will be residing.
5. The Office of Athletics Compliance will meet with all incoming prospective student- athletes to review the guidelines and provide Rules Education.
6. Once cleared, the Eligibility Coordinator will issue a staff roster on SharePoint to the Performance Athletics Staff, Sport Administrator, Academic Coordinator, Sports Medicine, and the Sport Coaching Staff.



# Bachelor Degrees

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## A

- [Accounting, BS](#)
- [American Sign Language/English Interpreting, BA](#)
- [Art, 3-D/Sculpture/Ceramics Emphasis, BA/BS](#)
- [Art, Entertainment/Arts/Animation Emphasis, BA/BS](#)
- [Art, Painting/Drawing/Illustration Emphasis, BA/BS](#)
- [Art, Photography/Digital Imaging Emphasis, BA/BS](#)
- [Art, Art Education Emphasis with Secondary Licensure, BS](#)
- [Art, Studio Art, BFA](#)

## B

- [Biochemistry & Molecular Biology, BS](#)
- [Bioinformatics, BS](#)
- [Biology, Biological Sciences Emphasis, BS](#)
- [Biology, Biomedical Sciences Emphasis, BS](#)
- [Biology, Education Emphasis, BS](#)
- [Biology, Natural Sciences Emphasis, BS](#)
- [Biology with Integrated Science, Biology Education Emphasis, BS](#)

## C

- [Chemistry, BS](#)
- [Communication Studies, BS](#)
- [Communication Studies, Applied Leadership Emphasis, BS](#)
- [Communication Studies, Health Communication Emphasis, BS](#)
- [Communication Studies, Human Communication Emphasis, BS](#)
- [Communication Studies, Organization and Leadership Emphasis, BS](#)
- [Computer Engineering, BS](#)
- [Computer Science, BS](#)
- [Criminal Justice, Criminology Emphasis, BA/BS](#)
- [Criminal Justice, Digital Defense and Security Emphasis, BA/BS](#)

## D

- [Dance, BA/BS](#)
- [Dental Hygiene, BS](#)
- [Design, Digital Design Emphasis, BA/BS](#)
- [Design, Graphic Design Emphasis, BA/BS](#)
- [Design, Interaction Design Emphasis, BA/BS](#)
- [Digital Film, BS](#)

## E

- [Earth, Energy, and Environmental Science, Environmental Science Emphasis, BS](#)
- [Earth, Energy, and Environmental Science, Geoscience Emphasis, BS](#)
- [Elementary Education, BS](#)
- [Engineering, Computer, BS](#)
- [Engineering, Electrical, BS](#)
- [Engineering, Mechanical, BS](#)
- [Engineering, Software, BS](#)
- [English, Creative Writing Emphasis, BA/BS](#)
- [English, English Education Emphasis, BA/BS](#)
- [English, Literary Studies Emphasis, BA/BS](#)
- [English, Professional and Technical Writing Emphasis, BA/BS](#)
- [Enterprise Management, BAS](#)
- [Exercise Science, BS](#)
- [Exercise Science, Pre-Athletic Training Emphasis, BS](#)
- [Exercise Science, Pre-Occupational Therapy Emphasis, BS](#)
- [Exercise Science, Pre-Physical Therapy Emphasis, BS](#)

## F

- [Finance, BS](#)
- 

## G

- [Geological Sciences, BS](#)
-

# H

- [Health Administration, BAS \(Online only\)](#)
- [History, BA/BS](#)
- [History, History and Social Sciences Teaching Emphasis, BA/BS](#)
- [Booth Honors Program](#)

# I

- [Individualized Studies, BIS](#)
- [Information Systems and Analytics, BS](#)
- [Information Technology, BS](#)
- [Integrated Studies, BA/BS:](#)
  - [Art Emphasis](#)
  - [ASL Interpreter Emphasis](#)
  - [Biology Emphasis](#)
  - [Chemistry Emphasis](#)
  - [Communication Studies Emphasis](#)
  - [Criminal Justice Emphasis](#)
  - [Dance Emphasis](#)
  - [Design Emphasis](#)
  - [Digital Film Production Emphasis](#)
  - [Earth Science Emphasis](#)
  - [Economics Emphasis](#)
  - [English Emphasis](#)
  - [Family Studies and Human Development](#)
  - [Global Studies Emphasis](#)
  - [Health Care Administration Emphasis](#)
  - [History Emphasis](#)
  - [Humanities and Philosophy Emphasis](#)
  - [Individualized Studies Emphasis](#)
  - [Information Technology Emphasis](#)
  - [Long Term Care Administration Emphasis](#)
  - [Management Emphasis](#)
  - [Marketing Emphasis](#)
  - [Mathematical Sciences Emphasis](#)
  - [Media Studies Emphasis](#)
  - [Music Emphasis](#)
  - [Psychology Emphasis](#)
  - [Public Health Emphasis](#)
  - [Recreation Management Emphasis](#)

- [Sociology Emphasis](#)
- [Software Development Emphasis](#)
- [Spanish Emphasis](#)
- [Theatre Emphasis](#)
- [Web Design and Development Emphasis](#)

## M

- [Management, BS](#)
- [Marketing, BA/BS](#)
- [Mathematics, BA/BS](#)
- [Mathematics, Applied and Computational Math - Actuarial Science Emphasis, BS](#)
- [Mathematics, Applied and Computational Math - Data Analytics Emphasis, BS](#)
- [Mathematics, Applied and Computational Math - Scientific Computing Emphasis, BS](#)
- [Mathematics Education, BA/BS](#)
- [Mechanical Engineering, BS](#)
- [Mechatronics, BS](#)
- [Media Studies, BS](#)
- [Media Studies, Media Production Emphasis, BS](#)
- [Media Studies, Multimedia Journalism Emphasis, BS](#)
- [Media Studies, Public Relations Emphasis, BS](#)
- [Medical Laboratory Science, BS](#)
- [Music, BA/BS](#)
- [Music Education, BME](#)
- [Music Performance, BM](#)

## N

- [Nursing, Pre-Licensure, BS](#)
- [Nursing, RN-to-BSN completion program, BS \(Online only\)](#)

## P

- [Physical Science Composite Teaching - Secondary Emphasis, BS](#)
- [Population Health, Health Care Administration Emphasis, BS](#)

- [Population Health, Long Term Care Administration Emphasis, BS](#)
- [Population Health, Public Health Emphasis, BS](#)
- [Professional Studies, BAS](#)
- [Psychology, BA](#)
- [Psychology, BS](#)

## R

- [Recreation and Sports Management, Corporate Recreation and Wellness Emphasis, BS](#)
- [Recreation and Sports Management, Experience Management Emphasis, BS](#)
- [Recreation and Sports Management, Sport Management Emphasis, BS](#)
- [Respiratory Therapy, BS](#)

## S

- [Sociology, Applied, BA/BS](#)
- [Software Engineering, BS](#)
- [Spanish, BA](#)
- [Spanish, Spanish Education Emphasis, BA](#)

## T

- [Technology Innovation, BAS](#)
- [Theatre, BA/BS](#)
- [Theatre Education Emphasis with Secondary Education Licensure](#)

# Graduate Degrees

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## A

- [Accountancy, MAcc](#)
- [Athletic Training, MAT](#)

## E

- [English, Technical Writing and Digital Rhetoric \(TWDR\), MA](#)

## M

- [Marriage and Family Therapy, MS \(requires thesis\)](#)
- [Marriage and Family Therapy, MMFT](#)

## **SHO POLICY**

Through our efforts to develop academic programming that align with our APR goals, we have made a few adjustments to our SHO policy. These minor adjustments will be added to our policy and procedure manual and a more formal introduction will follow this email. Below are the details of our SHO policy:

**“SHO” students are students who fit into any of these categories.**

- Any student who passed 5 or fewer credits in a fall or spring semester. Summer or intercession hours cannot be used to count towards this requirement.
- Sophomore, Juniors, Seniors, or 5th year students whose cumulative GPA drops below a 2.00.

**A student whose eligibility is documented in Share Point as a “SHO” will be required to be involved in the following:**

- Team weights and conditioning conducted by the UT Strength and Conditioning staff during the team appointed day and time.
- Study Hall with a minimum of 6 hours per week—preferably during the scheduled practice time.
- Team Meetings that are focused on non-sport topics (diversity, leadership, academics, service etc..)
- All testing (Covid testing and drug testing)

**They are also required to be actively engaged in the following resources/activities:**

- 2 semester meetings with Dr. Chamberlain
- A bi-weekly meeting with an assigned coach.
- A bi-weekly meeting with the Associate AD for Academics and Student-Athlete Welfare (on the alternating weeks with Coach)
- 6 hours of weekly study hall
- Content tutoring through the APC
- Weekly grade checks
- If at the time midterm grades are due, and the student-athlete is passing ALL of their enrolled courses, coaches have the option of adding 2 hours of individual skill work with 1 coach and no other players or managers. The workouts must be documented on the practice log and be conducted outside of regular practice.

**SHO students are not allowed to participate in the following:**

- Practice
- Film
- Occasional Meals
- Team Meetings focused on strategy, training, game prep, etc...

To formalize the “SHO” process an agreement will need to be signed by the Associate AD for Academics and Student-Athlete Welfare and the Head Coach agreeing to all of the SHO requirements. Once the form has been signed and a plan has been set, a meeting with the Coach, Assoc. AD and the student-athlete will be held to discuss the terms of the agreement and outline a plan for the student to be successful and regain his/her eligibility.

The goal is to help the student-athlete recover academically and to maximize APR points.

## **Academic Progress Rate (APR) Reporting Process**

### **Policy:**

NCAA APP Data is due no later than six (6) weeks following the first day of classes each fall semester.

### **Procedure:**

1. Once the NCAA APP Web Portal is open for reporting, the Eligibility Coordinator and Associate AD for Academic Services and Student-Athlete Welfare exports the team rosters from SharePoint and uploads the rosters to the NCAA APP Web Portal.
2. The Associate AD for Academic Services and Student-Athlete Welfare will compile a list of outgoing transfers who were receiving athletics aid at the time of their transfer out of the institution.
3. The Associate AD for Academic Services and Student-Athlete Welfare will send transfer APR verification forms to those four- year institutions where the student-athlete transferred to, in order to apply necessary adjustments.
4. The Associate AD for Academic Services and Student-Athlete Welfare will contact the applicable SSC to confirm all outgoing transfers have fully withdrawn from Grand Canyon University and have no remaining holds on their student account.
5. The of Eligibility Coordinator will utilize the squad lists to remove those student- athletes who are not part of the APR cohort (e.g., student-athlete not enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, but not less than 12 semester or quarter hours and/or not receiving athletically related financial aid).
6. The Eligibility Coordinator and Associate AD for Academic Services and Student-Athlete Welfare will utilize the Eligibility Certification Spreadsheets to account for Eligibility (E) points for student-athletes receiving athletics aid and considered eligible for purposes of APR if he or she satisfied all applicable academic eligibility requirements (e.g., institutional, conference and NCAA) in order to be academically eligible to compete in the next regular academic term; and Retention (R) points for student-athletes receiving athletics aid and considered eligible for competition and retained if he or she returned to the institution for the next regular academic term and was enrolled full time as of the start of the fifth week of classes, or the institution's official census date, whichever was earlier.
7. The Eligibility Coordinator or Associate AD for Academic Services and Student-Athlete Welfare will input the data into the NCAA APP Web Portal.
8. The Office of Student-Athlete Development will work with the Office of Athletics Compliance to identify potential waivers and if a student-athlete may be awarded a delayed-graduation point if he or she graduated fall 2015 or later, was not part of the APR cohort in the term of graduation and lost an Eligibility (E) or Retention (R) point in his or her last term in the APR cohort, or would have if the APP had been implemented prior to the 2003-04 academic year.
9. The Office of Student-Athlete Development will provide preliminary NCAA APP Data Team Reports to each Head Coach.
  - a. Each Head Coach is required to review the data, confirm all student-athletes are accounted
10. The Eligibility Coordinator and Associate AD for Academic Services and Student-Athlete Welfare is responsible for reviewing and certifying the NCAA APP Data prior to submission.
11. Following the initial submission, the Eligibility Coordinator will work with the Associate AD for Academic Services and Student-Athlete Welfare to submit appropriate delayed-graduation point and waivers during the Validation/Submission Phase and APP Corrections/Adjustments/Penalty Waivers Phase.

### **Penalty Assessment Procedures:**

1. The Associate AD for Academic Services and Student-Athlete Welfare is responsible for forecasting APR penalties via the APR data submission process.

2. The Associate AD for Academic Services and Student-Athlete Welfare will notify the FAR and Director of Athletics of teams that are subject to APR penalties.
3. Athletics Director will notify the President of the APR penalty reporting.
4. The Associate AD for Academic Services and Student-Athlete Welfare, in consultation with the Eligibility Coordinator will review those teams who fall below the 930 multi-year average and develop an APR Recovery Plan in preparation of the formal announcement.
5. The Athletics Director, the Associate AD for Academic Services and Student-Athlete Welfare, and Head Coach, and will review the APR projection and discuss the APR Recovery Plan, as well as subsequent action steps.
6. The Associate AD for Academic Services and Student-Athlete Welfare, Eligibility Coordinator and FAR will conference call with the NCAA staff regarding the penalties assessed.
7. Athletics Director, the Associate AD for Academic Services and Student-Athlete Welfare, Communications, President, General Counsel, and University Communications will develop a statement in response to the public APR report.

## **Graduation Success Rate (GSR) Reporting**

### **Policy:**

1. GSR REPORTING IS DONE BY NCAA &
2. NCAA GSR Data is due no later than June 1 of the collection year.
3. Includes: Scholarship student-athletes, including Transfers, midyears (must have received aid freshmen year- fall or spring).
4. Student-Athlete must graduate in six (6) year window or point is lost.
5. Only Acceptable Exclusion- Military, major medical hardship, death.
6. Multi-sport athletes are only counted once. Must be counted in the sport they receive aid from as a freshman.
7. The Signature page signed by the University President is due no later than July 1.

### **Procedure:**

1. The Eligibility Coordinator will submit request for the student data for the required cohort year for entering student data along with their 150% graduation rates. In addition, the Office of Athletics Compliance will request the enrollment data for the most recent academic year requested by the NCAA.
  - a. Documents include:
    - i. Cohort
    - ii. Graduation (Cannot track international transfer)
    - iii. Student Body Enrollment data
2. The student-athlete enrollment data is extracted from SharePoint or Banner by the Eligibility Coordinator.
3. The list of student-athletes including in the request is exported and saved for review, validation.
  - a. Coding:
    - i. 2= 2 Year JCC Transfer
    - ii. F= First Year
    - iii. 4 = 4-Year Transfer
    - iv. J= Midyear
4. The Eligibility Coordinator will submit GSR Enrollment Data and Student Body Graduation Rate for Cohort Data to the APP Portal and student-athlete outcome data.
5. Final Outcomes are updated in the APP Portal based on the following:
  - a. Graduation: determine if the student-athlete has a graduation status. Note: Completed status does not mean Graduation.
  - b. Did not graduate/ Did not leave eligible: Determined by reviewing, Squad list, certification sheet.
  - c. Left academically eligible with athletic eligibility remaining: Determined by reviewing, Squad list, certification sheet.
  - d. Excluded: The student-athlete meets a provision of the exclusion.
  - e. Institution transitioned to Division I - removal of non-scholarship athlete: Determined by reviewing, Squad list, and certification sheet.
6. The final outcome data is reviewed by the Office of Student-Athlete Development.
7. Prior to submission the Institutional Research Director (IR Director) reviews the GSR data. The IR Director is provided the following to validate:
  - a. The document provided by the IR Director which includes: Cohort, Graduation and Student Body Enrollment data; and
  - b. The Download Signature Page
8. Once the data is verified by the IR Director, the GSR data is submitted by June 1.
9. The download signature page is re-extracted, reviewed by the University President and signed.
10. The signed signature page is uploaded to the APP Portal by July 1.

# **Guide to NCAA Rules for Sponsors, Alumni, Family & Friends**

[Link to the NCAA website](#)



**Policy:**

**BOOSTER REMINDERS**

You are a booster if:

- You have participated in or you are a member of an agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization when a member of the institution's executive or athletics administration, or an athletics department staff member, has knowledge that such agency, corporate entity or other organization is promoting the institution's intercollegiate athletics program.
- You have made financial contributions to the athletics department or to an athletics booster organization of that institution.
- You have been requested by the athletics department staff to assist in the recruitment of prospective student-athletes (Campus entities).
- You have assisted or are assisting in providing benefits to enrolled student-athletes or;
- You are otherwise involved in promoting the institutions athletics programs.

**ONCE A BOOSTER, ALWAYS A BOOSTER:** Any individual participating in the activities listed above shall be considered a "representative of the institution's athletics interests," and once so identified as a representative, it is presumed the person retains that identity.

**Remember:** As a booster, you may not provide an extra benefit to a student-athlete. An extra benefit can be defined as any special arrangement by an institutional employee or representative of the institution's athletic department to provide a student-athlete's family member or friend a benefit not expressly authorized by NCAA legislation. As a booster you are responsible for making the Utah Tech Athletics Compliance Office aware of any potential NCAA rules violations you have reason to believe occurred.

**As a booster you MAY:**

- Have incidental contact with a prospective student athlete (PSA) as long as no recruitment takes place and only "normal civility" occurs.
- Watch a PSA's athletic contest but may not have contact with the PSA.
- Provide an occasional family meal to a student-athlete or an entire team if the meal takes place in the booster's home. Transportation may be offered.
- Contribute money to be administered by the Athletics Department for endowed scholarships and/or to support athletic programs.
- Boosters may notify UT coaches of PSA
- Employ a PSA but only after the PSA has signed a valid National Letter of Intent and has graduated from high school.
- Use the name, picture or appearance of an enrolled student-athlete to promote an educational or charitable cause only if it has been approved by the UT Athletics Compliance Office.

**As a booster you MAY NOT:**

- Make telephone calls to a PSA, or have face-to-face contact with a PSA, legal guardian or relative to encourage them to enroll at UT.
- Pick-up game film or transcripts relating to a PSA
- Contact a PSA's counselor, principal, or coach in an attempt to evaluate or entertain that PSA.
- Provide a prospective/enrolled student-athlete or friend any benefit or special arrangement.
- Employ relative or friends of a PSA, promise employment after college or financial aid for post-graduate education, expend funds to entertain student-athletes, their funds, or relatives.
- Use the name, picture or appearance of an enrolled student-athlete to advertise, recommend or promote sales or use of a commercial product of any kind. Unless a NIL deal is in place.
- Allow a student-athlete, their friends or relatives to use your telephone. Unless a NIL deal is in place.

**Protect the Trailblazer Team!**

**Questions?**

Contact: [mo.eckroth@utahtech.edu](mailto:mo.eckroth@utahtech.edu)



**UTAH TECH**  
TRAILBLAZERS

**ATHLETIC COMPLIANCE**



**Board of Trustees**  
**NCAA Rules & Regulations**  
**Utah Tech**

**NCAA Bylaw 2.1.1:** “The institution’s president or chancellor is responsible for the administration of all aspects of the athletics program.”

**Board of Trustees** are “boosters” whether you give money or not because *Board of Trustees* members are involved in promoting UT’s athletics program.

**Four-Part Test:** to determine if there is an impermissible benefit by a booster. If any of the following are true about your relationship with an athlete, then it is **impermissible**:

1. The relationship between the athlete (or the athlete’s parents) and the individual providing the benefit developed as a result of the athlete’s participation in athletics.
2. The relationship began only after the athlete became a prospect.
3. The relationship began only after the athlete achieved notoriety due to his or her athletic ability or reputation.
4. The pattern of benefits provided to the athlete increased after the athlete attained notoriety.

**Prospective Student Athletes (PSA):** Applies to all athletes 7<sup>th</sup> grade and higher. For specific instances ask Compliance before interacting with a PSA.

**A Board of Trustee May Not:**

- Be involved in the recruiting of a PSA. This includes contacting PSAs or PSA family members by telephone, letter, electronically, or in person on or off-campus for the purpose of encouraging the PSA’s participation in UT athletics.
- Have contact with a PSA or his/her parents/legal guardians during an official visit to campus.
- Provide a prospect student-athlete or friend any extra benefit or special arrangement.
- Employ relatives of a PSA, promise employment after college or financial aid for post-graduate education, expend funds to entertain student-athletes, their funds, or relatives.
- May not contact a PSA’s counselor, principal, or coach in attempt to evaluate that prospect.

**A Board of Trustee May:**

- Have incidental contact with a PSA if no recruitment takes place and only “normal civility” occurs. This means only a greeting and then taking the appropriate steps to terminate the encounter.
- Watch a PSA’s athletic contest, but may not have any contact with the PSA.
- Notify UT coaches of PSAs that the *Trustee* feels would be a strong addition to UT Athletics. However, UT coaches must handle every aspect of the recruitment.
- Contact Compliance to employ a prospect.

**Current Student-Athletes**

**A Board of Trustee May Not:**

- Provide enrolled student-athletes or friends any extra benefit or special arrangement.
- An “extra benefit” refers to any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide the student-athlete or his or her family members or friends with a benefit not expressly authorized by NCAA legislation. Please contact Compliance office if you have any questions.
- Loan money or guarantee a bond to student-athletes
- Use the name, picture, or appearance of an enrolled student-athlete to advertise, recommend or promote sales or use of a commercial product of any kind.
- Allow a student-athlete, their friends or relatives to use your phone.
- Allow student-athlete to use an automobile or provide transportation to and from a summer job.
- Special benefits connected with on-or off-campus housing.

**A Board of Trustee May:**

- Provide an occasional meal to a group of student-athletes or an entire team at the *Trustee*’s home. Requests must be directed to the specific team’s head coach. Transportation may be offered.
- Contribute money to be administered by the Athletics Department for endowed scholarships and/or to support athletics programs.

Questions or concerns?

Contact: Mo Eckroth [mo.eckroth@utahtech.edu](mailto:mo.eckroth@utahtech.edu) or  
(435) 652-7569



ATHLETIC COMPLIANCE

**University Council**  
**NCAA Rules & Regulations**  
**Utah Tech**



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- Use the name, picture, or appearance of an enrolled student-athlete to advertise, recommend or promote sales or use of a commercial product of any kind.
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(435) 652-7569



ATHLETIC COMPLIANCE

**University Council**  
**NCAA Rules & Regulations**  
**Utah Tech**



**UT Academic's Policies and Procedures:**

- **4.8.1:** Grade changes are to be made only in the following Circumstances:
  - **4.8.1.1:** when an incorrect grade was entered.
    - **4.8.1.1.1:** If a student claims grading errors, they must notify the instructor no later than the last day of the following semester, excluding summer semester.
  - **4.8.1.2:** When a student has completed the work required to finish a class for which an incomplete grade has been assigned.
    - **4.8.1.2.1:** Grade changes for incomplete grades must be submitted no later than one calendar year after the incomplete was issued.
  - **4.8.1.3:** When a student's Exception to Policy petition has been granted.
    - **4.8.1.3.1:** Exception to Policy petition must be received within four calendar years of the grade being issued.

**NCAA Bylaws:**

- **14.02.1:** All institutional staff members and student-athletes are expected to act with honesty and integrity in all academic matters.
- **14.02.10:** Impermissible academic assistance by a current or former institutional staff member or a representative of an institution's athletics interests includes, but is not limited to, the provision of or arrangement of:
  - **A)** substantial assistance that is generally not available to an institution's students and is not otherwise expressly authorized in Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point; or
  - **B)** An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is generally not available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in athletics, receive financial aid or earn an APR point.
- **14.9.1: Policies and Procedures. An institution must:**
  - A) have written institutional policies and procedures regarding academic misconduct applicable to the general student body, including student-athletes. The policies and procedures must be approved through the institution's normal process for approving such policies and must be kept on file or be accessible on the institution's website.
  - B) Investigate and adjudicate alleged academic misconduct in accordance with established policies regardless of whether the misconduct is reported to the NCAA or whether the student-athlete acted alone or in concert with others.

**Faculty Athletics Representative (FAR):**

- FARs duties vary from institutions; however, they must be involved in the assurance of academic integrity.
- NCAA has placed a higher burden on FARs recently because of the misconduct that has happened at schools around the country.
- **Responsibilities:**
  - Required to check incomplete grades.
    - Do this to ensure for NCAA purposes this happened based on UT's policy for all students.
    - Must request a copy of deadlines for assignments due and "I" grade policy.
  - Required to research EVERY grade change due to NCAA policy.
  - MUST check whether school policy for grade changes is followed.
    - Example: if a class does not allow for ALL students to make up work after finals/final grade, then a grade cannot be changed.

**Examples:**

- University of Oregon:
  - Track and field failed to have a FAR monitor grade changes and an adjunct instructor changed a grade for a student-athlete.
  - Loss of records for competitions that the student-athlete participated in while ineligible because of the grade change, plus two years' probation.
- University of North Carolina at Chapel Hill:
  - UNC had "fake classes" for years because FAR did not check in on classes and grade changes.

**Type:** Educational Column

**Title:** NCAA Division I Proposal No. 2015-66 Academic Eligibility -- Academic Misconduct

**Division:** I

**Date Published:** May 13, 2016

**Item Ref No:** 1

**Text:**

**Editor's Note:** This educational column reflects the most recent Question and Answer Document associated with the proposal.

This document contains questions and answers to assist the NCAA membership in its understanding of Proposal No. 2015-66 (academic misconduct).

**Question No. 1:** How does this proposal differ from the current application of existing academic misconduct legislation, interpretations and educational columns?

**Answer:** The adoption of NCAA Division I Proposal No. 2015-66 would:

1. Expand the application of academic misconduct legislation to any situation in which an institutional staff member is involved.
2. Replace the academic extra benefit analysis as it relates to academic assistance issues with a specific and limited definition of impermissible academic assistance.
3. Expressly require institutional policies and procedures regarding academic misconduct for the general student-body.
4. Expressly prohibit an individual from knowingly providing false or misleading NCAA Division I Academic Performance Program (APP) information.
5. Limit scope of definition of institutional staff member to exclude student employees from definition unless student employees meet certain criteria.

**Question No. 2:** What are the different types of academic integrity-related offenses that are considered to be NCAA violations?

**Answer:** There are four types of academic integrity-related offenses that are considered to be a violation of the proposed legislation:

1. Academic misconduct (as defined and limited by the legislation);
2. The provision or arrangement of impermissible academic assistance by a current or former institutional staff member or representative of athletics interests to a student-athlete;
3. A departure from academic misconduct policies and procedures in the investigation and adjudication of alleged academic misconduct involving a student-athlete; and
4. Pre-enrollment academic misconduct (as defined by NCAA legislation previously in NCAA Bylaw 10, moved to Bylaw 14).

#### **Academic Misconduct Violations.**

**Question No. 3:** Who determines whether certain conduct constitutes academic misconduct at a given institution?

**Answer:** The institution determines whether the conduct violated or breached its own policies and procedures regarding academic misconduct.

**Question No. 4:** If a student-athlete on my campus is suspected or accused of being involved in academic misconduct, must I immediately report the issue to the NCAA enforcement staff?

**Answer:** No. Before reporting, an institution has the responsibility and obligation to determine whether academic misconduct has occurred pursuant to institutional policies and procedures. However, it is not unusual for an institution to request assistance from the NCAA for interpretive or investigative issues.

**Question No. 5:** Once my institution has determined academic misconduct involving a student-athlete occurred, is my institution required to report each and every finding of academic misconduct to the NCAA?

**Answer:** No. Not every finding of institutional academic misconduct is a violation. An NCAA academic misconduct violation occurs when:

1. A student-athlete commits academic misconduct alone or in concert with another student(s) who is not an institutional staff member, and the academic misconduct results in:
  - a. The alteration or falsification of a student-athlete's transcript or academic record;
  - b. An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes while ineligible;
  - c. An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or
  - d. The erroneous awarding of an NCAA Division I Academic Progress Rate (APR) point.
2. A current or former institutional staff member or representative of athletics interests is involved in the academic misconduct involving a student-athlete, regardless of whether the misconduct involved alteration or falsification of a student-athlete's transcript or academic record or an erroneous declaration of eligibility.

**Question No. 6:** What is "alteration or falsification of a student-athlete's transcript or academic record"?

**Answer:** Alteration or falsification of a student-athlete's transcript or academic record is changing or doctoring transcripts or arranging to receive credit for a course in which a student-athlete did not enroll or complete (i.e., fraudulent academic credit).

**Question No. 7:** What is an "institutional staff member"?

**Answer:** An institutional staff member is any individual, excluding a student employee, who performs work for the institution or athletics department, regardless of whether the individual receives compensation for the work.

A student employee, however, is an institutional staff member if:

1. He or she has institutional responsibilities to provide academic services to student-athletes; or
2. He or she engages in academic misconduct or provides impermissible academic assistance at the direction of a nonstudent employee, a student employee who has institutional responsibilities to provide academic services to student-athletes or a representative of the institution's athletics interests.

**Question No. 8:** An institution's academic support services for student-athletes are provided by a unit that reports directly to the institution's provost, outside the athletics department. Would student tutors employed by this unit be considered "institutional staff members" for purposes of the academic misconduct and impermissible academic assistance legislation?

**Answer:** Yes. Those student employees whose responsibilities include providing academic services to student-athletes (e.g., tutors) would be considered "institutional staff members" for purposes of the academic

misconduct and impermissible academic assistance legislation regardless of whether the academic support services for student-athletes are provided by a unit that reports to a department outside athletics.

**Question No. 9:** An institution's athletics department directs all of its student-athletes to use the tutoring services made available through its general nonathletics student support services center. Would student tutors employed by this nonathletics student support services center be considered "institutional staff members" for purposes of the academic misconduct and impermissible academic assistance legislation?

**Answer:** Yes. If the institution directs all of its student-athletes to seek tutoring services from the nonathletics student support services unit, the student tutors would be considered "institutional staff members" for purposes of the academic misconduct and impermissible academic assistance legislation.

**Question No. 10:** Would a student employee who offers general tutoring to all first-year students be considered an "institutional staff member" for purposes of the academic misconduct and impermissible academic assistance legislation?

**Answer:** No. Unless the student employee's responsibilities specifically include the provision of tutoring services for student-athletes, a student employee whose tutoring services are generally available to all students would not be considered an "institutional staff member" for purposes of the academic misconduct and impermissible academic assistance legislation.

**Question No. 11:** What is a "former institutional staff member"?

**Answer:** A former institutional staff member is an institutional staff member who was employed by the institution at the time of the conduct in question but is now no longer employed at the institution.

**Question No. 12:** Is the definition of "representative of athletics interests" the same definition for purposes of this proposal as other NCAA legislation?

**Answer:** The definition of representative of athletics interests used in this proposal is the same as other areas of NCAA legislation.

**Question No. 13:** In determining whether a student is an institutional staff member, does the legislation apply differently to undergraduate and graduate students?

**Answer:** No. Application of the legislation to determine whether a student is an institutional staff member applies the same to both undergraduate and graduate students.

**Question No. 14:** Are student trainers, student managers and/or graduate student assistant coaches considered "institutional staff members"?

**Answer:** Provided that student trainers, student managers and graduate assistant coaches do not have institutional responsibilities to provide academic services to student-athletes, a student trainer, student manager and student graduate assistant coach would only be an institutional staff member for purposes of the academic misconduct and impermissible academic assistance legislation if the student engages in academic misconduct or provides impermissible academic assistance at the direction of a nonstudent employee, a student employee who has institutional responsibilities to provide academic services to student-athletes, or a representative of the institution's athletics interests.

**Question No. 15:** Must an individual who performs work for the institution or a student be paid in order to be an institutional staff member under the academic misconduct and impermissible benefits legislation?

**Answer:** No.

**Question No. 16:** Can academic misconduct between a student and student-athlete rise to the level of a violation under the academic misconduct legislation?

**Answer:** Yes, but only if the misconduct between the two students resulted in any of the following:

- a. An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes while ineligible;
- b. An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or
- c. The alteration or falsification of the student-athlete's transcript or academic record.

**Impermissible Academic Assistance.**

**Question No. 17:** If conduct does not violate or breach an institution's own policies and procedures regarding academic misconduct, may the conduct still constitute an impermissible academic assistance NCAA violation?

**Answer:** Yes, provided each of the following factors are present:

1. A current or former institutional staff member or representative of athletics interest provides the impermissible academic assistance;
2. The institution determines that academic misconduct has not occurred pursuant to its policies and procedures;
3. The academic assistance or academic exception provided is not generally available to the institution's student-body or students involved in the course;
4. The assistance is substantial;
5. The assistance is not permitted in Bylaw 16.3; and
6. The assistance leads to the certification of a student-athlete's eligibility to practice, compete, receive financial aid or earn an APR point.

Impermissible academic assistance is designed to identify when a student-athlete receives special treatment in the area of academics that would not otherwise be available to the general student. The impermissible academic assistance legislation requires a separate analysis from the academic misconduct legislation and is triggered when the institution determines that conduct did not violate its academic integrity policies and procedures... The impermissible academic assistance analysis focuses on whether student-athletes have been treated consistent with students generally; whereas, the academic misconduct analysis primarily focuses on whether conduct violates an institution's academic integrity policies and procedures.

**Question No. 19:** What is "substantial assistance"?

**Answer:** This determination is fact specific. Assistance such as proofreading, assisting a student with a problem on a math assignment or tutoring should not be considered substantial. Substantial assistance generally includes a considerable amount of assistance provided to the student-athlete that is of significant value to the student-athlete.

**Question No. 19:** What is permissible assistance under Bylaw 16.3?

**Answer:** Bylaw 16.3 permits an institution to make general academic counseling and tutoring services available to all student-athletes, which may be provided by the department of athletics or the institution's nonathletics student support services.. An institution may also provide Other types of academic support, career counseling and personal development services that support the success of student-athletes and a life skills program for student-athletes.

**Question No. 20:** Why is assistance that leads to the certification of a student-athlete's eligibility to practice, compete, receive financial aid or earn an APR point included in the analysis of impermissible academic assistance?

**Answer:** Generally, academic integrity issues are handled by an institution without involvement of the NCAA. For the purposes of intercollegiate athletics, the NCAA has established requirements that determine a student-athlete's eligibility for practice, competition and financial aid. One of the commitments for intercollegiate athletics adopted by the NCAA is fair competition. The commitment requires that all member institutions compete within the framework of the NCAA collegiate model of athletics in which athletics competition is an integral part of the student-athlete's effort to acquire a degree in higher education. A student-athlete's eligibility to practice, compete, receive financial aid or earn an APR point provides a common framework for impermissible academic assistance determinations for all member institutions.

**Question No. 21:** When does an institution assess whether alleged impermissible academic assistance "resulted in the certification of a student-athlete's eligibility to practice, compete, receive financial aid or earn an APR point"?

**Answer:** The assessment of whether impermissible academic assistance leads to the certification of eligibility begins when the alleged impermissible academic assistance occurred and ends after an institutional determination is made regarding the alleged impermissible academic assistance. At that juncture, the institution must determine whether the substantial academic assistance or academic exception enabled the student-athlete to be certified as eligible for purposes of athletics participation, financial aid or the awarding of an Academic Progress Rate point during the period of time (e.g., term or terms) between when the conduct occurred and the institutional determination was made.

**Question No. 22:** May the "results in the certification of a student-athlete's eligibility" analysis require the institution to look to a previous term or terms?

**Answer:** Yes, depending on the timing of when the conduct occurred.

**Question No. 23:** During the fall term, an institution determines that, in a spring course, a professor provided a basketball student-athlete with an academic exception that was not generally available to the student body. Pursuant to the institution's own policies and procedures, the academic exception provided by the professor did not constitute academic misconduct. Although the academic exception resulted in the student-athlete earning full credit for the spring course, the course was not necessary for the student-athlete to be certified as eligible for the fall term. Has an impermissible academic assistance violation occurred?

**Answer:** No, because the academic exception did not impact the student-athlete's eligibility between the times in which the exception was provided (previous spring term) and the institutional determination was made (end of fall term).

**Question No. 24:** If an academic exception did not impact a student-athlete's eligibility during the period of time between when the conduct occurred and the institutional determination was made, must an institution continue to monitor its future impact on the student-athlete's eligibility? For example, if the course in which a student-athlete received an academic exception that was not generally available to the student body becomes necessary to maintain an eligible grade-point average in subsequent academic certifications, would the conduct then constitute an impermissible academic violation?

**Answer:** No. An academic exception that had no impact on a student-athlete's eligibility during the period of time between when the conduct occurred and the institutional determination was made, does not need to be reassessed during the student-athletes future eligibility certifications.

**Question No. 25:** What potential scenarios may result in an institution determining, pursuant to its policies and procedures, that academic misconduct has not occurred?

**Answer:** The following are examples of situations in which an institution is considered to have determined that academic misconduct did not occur:

1. There is no institutional policy addressing the particular conduct that occurred;
2. The institution is unable to make a determination that misconduct occurred;

3. The institution does not conduct or complete its review of the alleged academic integrity issue for any reason (e.g., because the student-athlete departed the institution); or
4. The institution makes a specific determination that the conduct was not academic misconduct.

Only a finding that academic misconduct has occurred pursuant to an institution's policies and procedures would preclude further analysis under the impermissible academic assistance legislation.

**Question No. 26:** Can the same conduct result in both an academic misconduct violation and an impermissible academic assistance violation?

**Answer:** No. An impermissible academic assistance violation may only potentially be found when the institution determines that specific conduct did not violate its own policies and procedures regarding academic misconduct.

**Question No. 27:** How does application of the proposed impermissible academic assistance legislation differ from the current extra benefit legislation?

**Answer:** Currently, the extra benefit legislation applies when "academic benefits" are provided to student-athletes that are not generally available to the institution's students. Under the current legislation, institutions could be subject to both an academic misconduct violation and extra benefit violation. Additionally, an extra benefit violation could involve assistance between only students even when a student is not an institutional staff member, and the current legislation does not specify how much assistance could lead to an extra benefit violation. The impermissible academic assistance legislation replaces the application of the extra benefit analysis, providing necessary parameters and clarity to the treatment of academic benefits provided to student-athletes that are not generally available to an institution's student body.

**Question No. 28:** The writing center coordinator at my institution provided proofreading and edited sentence structure on a student-athlete's paper. This type of assistance does not violate our institution's academic misconduct policies and procedures and similar services are available through the writing center to other students on campus. Would this constitute an "impermissible academic assistance" violation?

**Answer:** No. The assistance is generally available to the institution's students and it is likely "proofreading" would not be considered "substantial assistance."

**Question No. 29:** A math professor at my institution helped a student-athlete complete some of the math problems on a recent course assignment. The math professor has provided similar assistance to other students in the past in order to help students learn math. This type of assistance does not violate our institution's academic misconduct policies and procedures. Would this constitute an "impermissible academic assistance" violation?

**Answer:** No. Although the assistance provided by the professor may or may not have been substantial, similar assistance was available to students in the course generally.

**Question No. 30:** An English professor on my campus allowed a student-athlete to turn in a term paper two semesters after the course was completed for full credit. The professor did not allow any other student in the course to receive the exception and institutional policy does not address this type of issue. This type of exception does not violate our institution's academic misconduct policies and procedures. The exception resulted in the student-athlete receiving a passing grade in the course and, but for the grade, the student-athlete would not have been eligible to compete. Would this constitute an "impermissible academic assistance" violation?

**Answer:** Yes. The academic exception was not generally available to the institution's student-body or students in the involved course, the institution did not find academic misconduct pursuant to its policies and procedures, an institutional staff member was involved and the exception resulted in certification of eligibility for competition for the student-athlete.

**Question No. 31:** A booster arranged for a student employee in the dining hall to complete a term paper for a student-athlete, who was in his fourth year of enrollment. The paper was submitted to the professor and the student-athlete received a passing grade in the course, which subsequently kept the student-athlete eligible

for competition. After exhausting eligibility at the institution, the student-athlete withdrew from the institution. The institution investigated the issue but determined that its academic misconduct policies and procedures did not apply to this scenario, citing the student-athlete's withdrawal from the institution. Would this constitute an "impermissible academic assistance" violation?

**Answer:** Yes. While the institution determined that academic misconduct did not occur, the academic assistance provided was not generally available to the institution's student-body or students in the involved course. The assistance was substantial and not permitted in Bylaw 16.3. A booster and an institutional staff member were involved (due to the student working at the direction of a booster). Finally, the assistance resulted in certification of eligibility for competition for the student-athlete.

#### **Institutional Academic Misconduct Policies and Procedures.**

**Question No. 32:** Is the legislation prescriptive as to what the institutional academic misconduct policies must address?

**Answer:** No. Institutions are responsible for determining the substance of their institutional academic misconduct policies and procedures. The legislation, however, requires that the policies and procedures be in writing, applicable to the general student-body, including student-athletes, approved through the institution's normal process for approving such policies and kept on file or accessible on the institution's website.

**Question No. 33:** May an institution have separate policies and procedures for student-athletes?

**Answer:** No; however, an institution may establish a policy that permits an expedited investigation and adjudication of academic misconduct by a student-athlete, provided other applicable policies and procedures are observed and the policy for expedited review is approved through the institution's normal process for approving such policies, is approved by the institution's chancellor or president (or his or her designee) and kept on file or accessible on the institution's website.

**Question No. 34:** Is the failure to investigate and adjudicate alleged academic misconduct of a student-athlete in accordance with the institution's policies and procedures a violation?

**Answer:** Yes.

#### **Submission of Erroneous Material Information to APP.**

**Question No. 35:** Is the "mistaken" submission of erroneous material information a violation?

**Answer:** No. A violation occurs only when an institution knowingly submits erroneous material information to the APP. Institutions may mistakenly submit incorrect data on occasion and such information is generally corrected during the APP submission process.

**Question No. 36:** What does it mean to "knowingly" submit information?

**Answer:** An institution knowingly submits material information when the institution purposefully—as opposed to mistakenly—submits erroneous material information to the APP.

**Question No. 37:** What is "material" information?

**Answer:** Material information is information that could impact an institution's academic rate under the APP.

#### **Pre-enrollment Academic Misconduct.**

**Question No. 38:** Does the proposal change current pre-enrollment academic misconduct legislation?

**Answer:** No. The substance of pre-enrollment academic misconduct legislation remains the same. However, the proposal moves the pre-enrollment academic misconduct legislation from Bylaw 10 to Bylaw 14.

#### **Enforcement: Institutional Staff Members and Impermissible Academic Assistance.**

**Question No. 39:** How does the enforcement staff view its role in cases of academic misconduct?

**Answer:** Please see the following letter from vice president of enforcement, Jon Duncan.

MEMORANDUM

TO: NCAA Division I Membership.

FROM: Jonathan F. Duncan  
Vice President of Enforcement.

SUBJECT: NCAA Division I Proposal 2015-66 (Academic integrity).

As the membership considers academic integrity rules, it is important to understand how the enforcement staff views its role in cases of academic misconduct. Accordingly, this memorandum will identify decisions that are best made by schools on the local level. It will also address two proposed rules that generate frequent questions and describe how the enforcement staff intends to apply them.

Decisions about teaching curriculum and course content are obviously made by campus officials. Similarly, policies and procedures regarding academic misconduct are prepared and owned by individual schools. The enforcement staff is not involved in those matters. Member schools have also been clear that questions of academic misconduct should be resolved by campus officials through campus procedures. The enforcement staff will not revisit those decisions.

Two provisions in the proposed rules have generated good questions from member schools. The enforcement staff wants its position on these provisions and its role in these cases to be clear.

1. Institutional staff member responsibility. One concept fundamental to the NCAA structure is that institutions are responsible for the conduct of their representatives (e.g., NCAA Constitution 2.1.2 and 2.8.1). The same is true for acts of academic misconduct. Under current bylaws and in the proposed revisions, institutions are responsible for violations committed by staff members. However, not all staff members are similarly situated. For example, within an athletics department, some staff members are in leadership roles (like coaches, administrators and compliance officials), while others are further removed (like trainers and equipment managers). Outside of athletics, certain staff members are in closer proximity to sport programs and have greater responsibility than others.

Although a school is accountable for all its representatives, the enforcement staff will certainly consider the differences between and among staff members at a school. Misconduct by coaches, leaders and others nearest a sport program most negatively impacts the collegiate model. Accordingly, cases where those individuals engage in academic impropriety are more likely to be alleged as Level I [Bylaw 19.1.1-(b)].

Misconduct by individuals further removed from leadership positions and further removed from a sport program still constitutes a violation, but may be alleged by the enforcement staff at a lower level. For example, the enforcement staff will treat differently a case in which a student teaching assistant acting on his or her own accord provides a student-athlete answers to a quiz without the knowledge or involvement of any coach or administrator. Misconduct by this individual has a different impact on the collegiate model and might be processed as a Level III violation.

As always, the enforcement staff will consider the totality of circumstances, including the type of institutional representative involved, when drafting allegations of academic misconduct. The NCAA Division I Committee on Infractions also considers the full context of every case when determining the level of a violation and fashioning penalties. The committee provides a meaningful check of enforcement staff allegations in individual cases and also shares its analysis through written decisions.

2. Impermissible academic assistance. Some fear that the enforcement staff will overreach and allege violations when schools provide ordinary assistance to college athletes who need academic support. The enforcement staff is sensitive to this concern and has no interest in discouraging appropriate and generous academic support for college athletes.

To be very clear, the enforcement staff will not pursue allegations where appropriate personnel provide a college athlete counseling in course selection, assistance in enrolling or edits to a research paper. These and other similar supports advance the collegiate model and the educational interests of college athletes. The enforcement staff will not bring allegations in these instances.

In contrast, writing a paper for a college athlete or sharing exam answers are not acceptable supports and are not permitted by Bylaw 16.3. These are substantial benefits not generally available to students and do not serve the interests of the college athlete. They are also unfair to eligible competitors who work hard to comply with applicable educational requirements. Accordingly, after working with the school and considering all relevant facts, the enforcement staff would consider bringing an allegation in this context. The enforcement staff would also look carefully at the individuals involved and the impact of the misconduct when weighing whether the violation might be Level I, II or III. As always, the Committee on Infractions would conclude whether violations occurred and the appropriate level.

The enforcement staff understands the sensitivity and complexity of academic misconduct rules. It has no interest in overreaching in this area, or any other. Rather, the enforcement staff looks forward to working with member schools, governance committees and colleagues in other regulatory departments in advancing the educational interests of college athletes.

JFD:ajw

**Notice about Educational Columns:** Educational columns and hot topics are intended to assist the membership with the correct application of legislation and/or interpretations by providing clarifications, reminders and examples. They are based on legislation and official and staff interpretations applicable at the time of publication. Therefore, educational columns and hot topics are binding to the extent that the legislation and interpretations on which they are based remain applicable. Educational columns are posted on a regular basis to address a variety of issues and hot topics are posted as necessary in order to address timely issues.

## Legislative References

| Legislative Cite | Title                                                                                                     |
|------------------|-----------------------------------------------------------------------------------------------------------|
| 14               | Academic Eligibility                                                                                      |
| 10.1             | Unethical Conduct.                                                                                        |
| 14.02.1          | Academic Misconduct -- Post-Enrollment.                                                                   |
| 14.02.10         | Impermissible Academic Assistance -- Institutional Staff Member or Representative of Athletics Interests. |
| 14.02.11         | Institutional Staff Member.                                                                               |
| 14.02.11.1       | Student Employee.                                                                                         |
| 14.8.4           | Institutional Staff Member Responsibility -- Academic Performance Program.                                |
| 14.9             | Post-Enrollment Academic Misconduct.                                                                      |
| 14.9.1           | Policies and Procedures.                                                                                  |
| 14.9.1.1         | Exception.                                                                                                |
| 14.9.2           | Post-Enrollment Academic Misconduct.                                                                      |

# **Bylaw 15**

## **Financial Aid**

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# 2023-2024 Financial Aid

## APPLICATION REQUIREMENTS

### FRESHMAN

I have graduated from high school (or earned my GED), and although I may have earned college credit while in high school, this is my first time attending college.

#### *Requirements*

- \$35 Application Fee (non-refundable)
- High School Transcripts

### TRANSFER

I currently attend or have attended another college or university after high school, and would now like to further my studies at UT.

#### *Requirements*

- \$35 Application Fee (non-refundable)
- Official College Transcripts
- If less than 24 credits earned, also submit high school transcripts

### RETURNING

I have attended UT previously, but have not enrolled for three or more semesters.

#### *Requirements*

- \$10 Application Fee (non-refundable)
- Official College Transcripts (if you attended another college since last attended UT)

### INTERNATIONAL

I am not a citizen or permanent resident of the United States, and am interested in attending UT. Learn more at <https://international.utahtech.edu/>

# HELPFUL LINKS:

Admissions: <https://admissions.utahtech.edu/>

- Application to become a Trailblazer

Records/Registration: <https://registration.utahtech.edu/>

- Transcript requests
- Residency application
- Add/ Drop courses

Scholarships: <https://scholarships.utahtech.edu/>

- Academic scholarship applications
- Non-academic scholarship applications
- FAQ's about Resident & Non-resident scholarships

Financial Aid: <https://financialaid.utahtech.edu/>

- Financial Aid Application
- Student Financial Aid Handbook
- On-Campus employment
- Payment plan options

Eligibility Center: <https://web3.ncaa.org/ecwr3/>

- List of eligibility requirements for student athlete

Academic Advisement: <https://advisement.utahtech.edu/>

- Find your academic advisor
- Make appointments with your advisor
- Find your degree path

### **PELL GRANT LIFETIME LIMIT**

Students are limited to 12 full-time semesters (or 6 full years) of Pell Grant eligibility during their lifetime. If you have attended 12 or more semesters as a full-time student or the equivalent and have received Pell Grant funds for a total of 6 years of full eligibility, you will not be eligible for Pell Grant funds.

### **DEGREE PROGRAM COURSES AND FINANCIAL AID ELIGIBILITY**

All students who are using a Pell Grant and/or federal student loan funding will only receive these funds for courses that are required by their declared degree program and are required to fulfill the student's graduation requirements. Students who qualify for a Pell Grant will need to take at least 12 credits in order to receive their full Pell Grant for the semester. If students drop a required course and they drop below the required course threshold, their Pell Grant will be adjusted accordingly. Students who are receiving only federal student loans must be enrolled in at least 6 credits which fulfill their graduation requirements. Additional credits may be taken above the 12 credits as UT's tuition cost plateaus for 12-20 credits. Additional credits can be dual majors, second majors, minors, graduate prerequisites, and general interest courses.

### **REPEAT COURSES**

Per federal regulation, federal Pell Grants may not be used to pay for more than one repeat of a previously passed course in which the student received a grade A through D-. For example: if a student takes Math 1010 and earns a grade of D, the student can retake the course for a better grade and still receive financial aid. However, if the student wants or needs to take the course again in order to improve their grade or fulfill the requirement, he or she would **not** be able to receive federal Pell Grant funds for this course. The student would still be eligible for Pell Grant aid in other courses where this situation does not apply. If a student retakes a course that is not aid-eligible, a recalculation of the grant to exclude the credits for the repeated course will be performed.

Note: This limitation does not apply to courses that can be repeated for credit.

# UT Athletic Department

## Financial Aid Procedure

### AWARDING INITIAL AID:

1. Head coach verbally extends scholarship offer for a set amount to the student-athlete.
2. Head coach fills out "Request for Scholarship", attaches a copy of the PSA's most recent transcript on JumpForward. Form must be signed and dated by Coach. NOTE: Any form not completely filled out will not be processed.
3. Athletic Compliance Director will then review the scholarship, add fund codes, sign it, and forward on to the NCAA Financial Aid coordinator to create the scholarship.
4. The NCAA Financial Aid coordinator will email the Athletic Compliance Director with completed scholarship.
5. A packet is then prepared for potential student-athlete. It includes: cover letter from Director of Financial Aid, NLI, financial aid agreement, and explanation of expenses covered by scholarships.
6. Packet is emailed to PSA by the Office of Athletic Compliance.
7. PSA signs required documents and emails documents back to Athletic Compliance Director.
8. The Office of Athletic Compliance validates documents, uploads the documents on the NCAA NLI site, notifies the Head Coach and Sports Information Director to allow publication of signing.

### RENEWAL OF AID:

1. Head coach verbally commits scholarship renewal.
2. Head coach fills out "Request for Scholarship" form must be signed and dated by the Coach and turned in to the compliance office on JumpForward. NOTE: Any form not completely filled out will not be processed.
3. Include the following information on the upper portion of your "Request for Scholarship" form: Sport, student name, and student's D#. Head Coach can meet with the Office of Athletic Compliance to review scholarship budget and equivalencies, before filling out scholarship dollar amounts.
4. The NCAA Financial Aid Coordinator prepares agreement and explanation of expenses. NOTE: initial awards will get cover letter, renewals will not.
5. Renewals will be emailed to SA's after spring grades are posted (usually Mid-May). SA will sign the scholarship electronically and it will then be returned to the Financial Aid office. A copy is then sent to the Office of Athletic Compliance.
6. The Team Equivalency spreadsheets are updated constantly and a copy is sent to the Head Coaches and Director of Compliance.
7. All Financial Aid is recorded in Compliance Assistant.

### NLI DATES FOR: Prospective Student-Athletes Signing 2022-23 and Enrolling 2023-24

| Sport (s)                                        | Initial Signing Date | Final Signing Date |
|--------------------------------------------------|----------------------|--------------------|
| Division I Basketball (Early Period)             | November 9, 2022     | November 16, 2022  |
| Division I Basketball (Regular Period)           | April 12, 2023       | May 17, 2023       |
| Division I Football (Early Period)               | December 21, 2022    | December 23, 2022  |
| Division I and II Football (Midyear JC Transfer) | December 21, 2022    | January 15, 2023   |
| Division I and II Football (Regular Period)      | February 1, 2023     | April 1, 2023      |
| All Other Division I and II Sports               | November 9, 2022     | August 1, 2023     |



*Financial Aid & Scholarships*

225 South 700 East  
St George, UT 84770

January 4, 2023

SA first last name

Street Address

City, ST, zip

Digital ID #:

Sport: Football

**Athletic Initial Award Offer – Academic Year 2022-2023**

Utah Tech University is pleased to inform you that you have been awarded Athletic Financial Aid.

Please read through the enclosed Athletic Financial Aid Agreement. This aid may be rescinded if any NCAA Institutional or Conference regulations have not been attained.

Any questions please contact Mo Eckroth at 435-652-7569 or  
[Mo.Eckroth@utahtech.edu](mailto:Mo.Eckroth@utahtech.edu).

For questions regarding all Federal Financial Aid please call Lindsey Bracken at 435-652-7580, email [Lindsey.Bracken@utahtech.edu](mailto:Lindsey.Bracken@utahtech.edu), or by mail at:

Utah Tech University  
Lindsey Bracken  
225 South University Avenue  
St George, UT 84770

Congratulations and welcome to Utah Tech University!

Sincerely,

J.D. Robertson  
Executive Director - Financial Aid & Scholarships



## Athletic Financial Aid Agreement 2022-2023

Name: SA first last name  
 Date of Birth: \_\_\_\_\_  
 Sport: Football  
 Address: Street Address City, ST, zip

Digital ID: \_\_\_\_\_  
 NCAA ID: \_\_\_\_\_  
 Offer Expiration Date: January 11, 2023

*You have been offered an athletics scholarship for the terms found below. This award complies with all NCAA, Western Athletic Conference (WAC), and Utah Tech University rules and regulations.*

### Terms of Award Offer:

Semester(s): ☐ Fall ☐ Spring ☐ Summer  
 Residency: ☐ Resident ☐ Non-Resident ☐ International

Tuition \$ \_\_\_\_\_ Fees \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_ Housing \$ \_\_\_\_\_  
 Books \$ \_\_\_\_\_ Cost of Attendance \$ \_\_\_\_\_ Total Amount of Award: \$ \_\_\_\_\_

The following outlines the hierarchy of awards offered by the Department of Athletics.

1. **Tuition Award:** Based off of enrollment in 12-18 hours in an undergraduate degree program. This award is electronically credited to the student's institutional account and considers other scholarships including, but not limited to, academic scholarships, department scholarship, leadership scholarships, etc.
2. **Fee Award:** Based off of enrollment in 12-18 credit hours. Any award covering fees will be used to pay all or a portion of base *mandatory* student fees. Masters differential is not included. Required insurance fees for international students and additional course fees are not included in a fee award. This award is electronically credited to the student's account.
3. **Room and Board Award:** Based off of average cost as determined by the University.

### Conditions and Terms of Award

To receive the above award, I understand that I must:

1. Sign this Athletic Financial Aid Agreement by the final day prior to the offer period (see above); and
2. Be eligible for intercollegiate competition per NCAA rules; and
3. Complete all required student-athlete forms prior to participation during the academic year; and
4. Fulfill academic responsibilities

I am aware that my award may be reduced or canceled if:

1. I fail to follow the terms of the Student-Athlete Code of Conduct or violate team rules, including conduct that would violate these rules that occurs before I become a student-athlete at Utah Tech University; or
2. I am found in violation of the WAC Misconduct Policy; or
3. I fail to maintain a cumulative Utah Tech grade point average (GPA) of at least 2.00; or
4. I become ineligible for intercollegiate competition; or
5. I misrepresent any information on my application, National Letter of Intent, this Athletic Financial Aid Agreement, or any NCAA, WAC, Utah Tech, or medical form; or
6. I engage in misconduct warranting disciplinary action; or
7. I voluntarily withdraw from my sport; or
8. I receive financial aid and/or scholarships that exceed(s) NCAA limits; or
9. I sign a professional sports contract or agree to be represented by an agent; or
10. I earn a baccalaureate or master's degree.

### Disclaimer

\_\_\_\_\_ If a Force Majeure prevents a party from discharging its obligation under this Agreement, that party will not be in breach of this Agreement, and the period of performance for that party's obligations will extend for a period of time equivalent to the period of the delay caused by the Force Majeure. (e.g. acts of nature, epidemic, pandemic, etc.).

***By signing the athletic financial aid agreement, I am indicating my acceptance of the athletics award offer and agree to abide by the terms and conditions listed above.***

\_\_\_\_\_  
 Student-Athlete's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Legal Guardian Signature if student is under 21

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Financial Aid Signature

\_\_\_\_\_  
 Date

January 4, 2023

**\*Academic awards, if applicable must meet application and document deadlines.**



# NATIONAL LETTER of INTENT

2023-2024

Administered by the NCAA on behalf of the Collegiate Commissioners Association (CCA).

**Do not sign prior to 7 a.m. (local time) on the following dates or after the final signing date listed for each sport.**

| <u>SPORT</u> (Place an "X" on the proper line.)                           | <u>INITIAL SIGNING DATE</u> | <u>FINAL SIGNING DATE</u>                                  |
|---------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Division I Basketball (Early Period)             | November 9, 2022            | November 16, 2022                                          |
| <input type="checkbox"/> Division I Basketball (Regular Period)           | April 12, 2023              | May 17, 2023                                               |
| <input type="checkbox"/> Division I Football (Early Period)               | December 21, 2022           | December 23, 2022                                          |
| <input type="checkbox"/> Division I and II Football (Midyear JC Transfer) | December 21, 2022           | January 15, 2023                                           |
| <input type="checkbox"/> Division I and II Football (Regular Period)      | February 1, 2023            | April 1, 2023 (Division I)<br>August 1, 2023 (Division II) |
| <input type="checkbox"/> All Other Division I and II Sports               | November 9, 2022            | August 1, 2023                                             |

## IMPORTANT - READ CAREFULLY

It is important to read this entire document before signing it. One copy is to be retained by you and the other copy is to be returned to the institution which will file a copy with the appropriate conference office. **It is permissible to transmit copies electronically.** The National Letter of Intent (NLI) is a voluntary program with regard to both institutions and prospective student-athletes. No prospective student-athlete or parent is required to sign the NLI for a prospective student-athlete to receive athletics aid and participate in intercollegiate athletics.

- 1. Initial Enrollment in Four-Year Institution.** This NLI applies only to prospective student-athletes who will be entering four-year institutions for the first time as full-time students. It is permissible for 4-2-4 transfer student-athletes to sign the NLI provided a previous valid NLI does not apply. The terms of the previous NLI are satisfied if a student-athlete graduates from the two-year college.
- 2. Financial Aid Requirement.** At the time I sign this NLI, I must receive a written offer of athletics financial aid for the entire 2023-24 academic year from the institution named in this document. The offer must list the terms, conditions and amount of the athletics aid award. (A midyear football two-year college transfer student-athlete must receive a written offer of athletics financial aid for the remainder of the 2022-23 academic year. If the institution does not renew the athletics aid for the following academic year, the student-athlete must be released of the NLI). In order for this NLI to be valid, my parent/legal guardian and I must sign the NLI and I must also sign the offer of athletics aid (see institutional policy for parent/legal guardian signature) prior to submission to the institution named in this document, and any other stated conditions must also be met. If the conditions stated on the financial aid offer are not met, this NLI shall be declared null and void.
  - Professional Sports Contract.** If I sign a professional sports contract in the sport in which I signed the NLI, I remain bound by the NLI in all other sports, even if NCAA rules prohibit the institution named in this document from providing me with athletics financial aid for the sport in which I signed the NLI.
- 3. Provisions of Letter Satisfied.**
  - a. One-Year Attendance Requirement.** The terms of this NLI shall be satisfied if I attend the institution named in this document for one academic year (two semesters or three quarters) as a full-time student.
  - b. Two-Year College Graduation.** After signing this NLI while in high school and if I later attend a two-year college, the terms of this NLI will be satisfied if I graduate from the two-year college.
- 4. Basic Penalty.** I understand that if I do not attend the institution named in this document for one full academic year and I enroll in another institution participating in the NLI program, I may not compete in intercollegiate athletics until I have completed one full academic year in residence at the latter institution. Further, I understand I shall be charged with the loss of one season of intercollegiate athletics competition in all sports. This is in addition to any seasons of competition used at any institution.
- 5. Early Signing Period Penalties.** Prospective student-athletes who will participate in football are prohibited from signing an NLI prior to the initial signing date for Division I or II football. A prospective student-athlete who signs an NLI in a sport other than football prior to the initial signing date for Division I or II football will be ineligible for competition in football during the first year of enrollment at an NLI member institution and shall forfeit one season of competition in football. In circumstances where a prospective student-athlete's primary sport is not football, but anticipates participating in football, the prospective student-athlete should delay signing an NLI until the initial signing date for Division I or II football.
- 6. Release Request and Appeal Process.** In the event I wish to be released from my NLI obligation, the NLI release request and appeal process information can be reviewed on the NLI Web site at [www.nationalletter.org](http://www.nationalletter.org). I understand that the NLI Policy and Review Committee has been authorized to issue interpretations, settle disputes and consider appeals for complete release from the provisions of the NLI when extenuating circumstances are determined to exist and the signing institution denies my request for release. I further understand the Committee's decision may be appealed to the NLI Appeals Committee, whose decision shall be final and binding.

7. **Letter Becomes Null and Void.** This NLI shall be declared null and void if any of the following occur:
- Admissions Requirement.** This NLI shall be declared null and void if the institution named in this document notifies me in writing that I have been denied admission or, by the opening day of classes in fall 2023, has failed to provide me with written notice of admission, provided I have submitted a complete admission application. It is my obligation to provide, by request, my academic records and an application for admission to the signing institution. If I fail to submit the necessary academic credentials and/or application to determine an admission decision prior to September 1, the NLI office per its review with the institution will determine the status of the NLI. If I am eligible for admission, but the institution named in this document defers my admission to a subsequent term, the NLI will be declared null and void; however, this NLI remains binding if I defer my admission.
  - Eligibility Requirements.** This NLI shall be declared null and void if, by the opening day of classes in fall 2023, I have not met NCAA initial eligibility requirements; NCAA, conference or institution's requirements for athletics financial aid; or two-year college transfer requirements, provided I have submitted all necessary documents for eligibility determination.
    - (1) This NLI shall be rendered null and void if I become a Division I nonqualifier per the NCAA Eligibility Center. This NLI remains valid if I am a partial qualifier per NCAA Division II rules unless I do not meet the institution's policies for receipt of athletics aid.
    - (2) It is my obligation to register with and provide information to the NCAA Eligibility Center. If I fail to submit the necessary documentation for an initial-eligibility decision and have not attended classes at the signing institution, the NLI office per its review with the institution will determine the status of the NLI.
    - (3) This NLI shall be rendered null and void if I am a midyear football two-year college transfer and I fail to graduate from two-year college at midyear, if required per NCAA, conference or institutional rules. The NLI remains binding for the following fall term if I graduated, was eligible for admission and financial aid and met the two-year college transfer requirements for competition for the winter or spring term, but chose to delay my admission.
  - One-Year Absence.** This NLI shall be declared null and void if I have not attended any institution (two-year or four-year) for at least one academic year, provided my request for athletics financial aid for a subsequent fall term is denied by the signing institution. *Service in active duty with the U.S. armed forces or an official church mission for at least 12 months can use the One-Year Absence to null and void the NLI.* I may still apply this provision if I initially enrolled in an NLI member institution but have been absent for at least one academic year. To apply this provision, I must file with the appropriate conference office a statement from the director of athletics that such athletics financial aid will not be available for the requested fall term.
  - Discontinued Sport.** This NLI shall be declared null and void if the institution named in the document discontinues my sport.
  - Recruiting Rules Violation.** If eligibility reinstatement by the NCAA student-athlete reinstatement staff is necessary due to NCAA and/or conference recruiting rules violations, the institution must notify me that I have an option to have the NLI declared null and void due to the rules violation. It is my decision to have the NLI remain valid or to have the NLI declared null and void, permitting me to be recruited and not be subject to NLI penalties.
8. **Recruiting Ban After Signing.** I understand all participating conferences and institutions are obligated to respect my signing and shall cease contact with me and my family members after my signing this NLI which includes me and my family members not initiating contact with athletic staffs at other institutions. Any contact in excess of an exchange of a greeting is not permitted regardless of the conversation. The conversation does not have to result in recruiting discussion for a recruiting ban violation to occur. I shall notify any coach who contacts me that I have signed an NLI. Once I enroll in the institution named in this document, the NLI Recruiting Ban is no longer in effect and I shall be governed by applicable NCAA bylaws or if I submit an NLI release request, the NLI Recruiting Ban is no longer in effect.
9. **7-Day Signing Deadline.** If my parent/legal guardian and I do not sign this NLI and accompanying offer of athletics aid within 7 days after the date of issuance (noted on the signing page) it will be invalid. The 7-day signing deadline does not apply if the NLI is received on the last day of a signing period (e.g., August 1). In this case, the 7-day signing deadline only applies if there are 7 days remaining for the signing period. Additionally, the institution must file the NLI with its conference office within 14 days of the date of final signature; otherwise, the NLI is invalid. The 7-day signing deadline does not apply to the Division I football early signing period.
10. **Statute of Limitations.** I am subject to the NLI penalty if I do not fulfill the agreement; however, if I do not attend an NLI member institution to fulfill the agreement or penalty and four years has elapsed since my signing date, the NLI is no longer binding. Therefore, this NLI is in full force and effect for a period of four years, commencing with the date I sign this NLI, if I do not attend an NLI member institution during the period of four years.
11. **Coaching Changes.** I understand I have signed this NLI with the institution and not for a particular sport or coach. If a coach leaves the institution or the sports program (e.g., not retained, resigns), I remain bound by the provisions of this NLI. I understand it is not uncommon for a coach to leave his or her coaching position.
12. **Coaching Contact Prohibited at Time of Signing.** A coach or an institutional representative may not hand deliver this NLI off the institution's campus or be present off campus at the time I sign the NLI per NCAA rules. This NLI may be delivered by courier service, express or regular mail, email, fax, app or any other electronic means. An NLI submitted to an institution electronically is permissible.

It is important to read more information about the NLI at [www.national-letter.org](http://www.national-letter.org).



# NATIONAL LETTER of INTENT

2023-2024

Name of Prospective Student-Athlete \_\_\_\_\_  
Last First Middle Initial

Permanent Address \_\_\_\_\_  
City State Postal Code US Country

Prospective Student-Athlete's NCAA ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(must be registered with the NCAA Eligibility Center and on the Institutional Request List)

Submission of this NLI has been authorized by:

SIGNED \_\_\_\_\_  
Director of Athletics (or designee) Date Issued to Prospective Student-Athlete

For Institutional Use Only:  
Two-year college transfer ☐  
Two-year college expected graduation date \_\_\_\_\_  
(if required to graduate)

\_\_\_\_\_ Sport

This is to certify my decision to enroll at \_\_\_\_\_  
Name of Institution

I certify that I have read all terms and conditions included in this document. I have discussed them with the coach and/or other staff representatives of the institution named above, and I fully understand, accept and agree to be bound by them. I understand that signing this NLI is voluntary and I am not required to sign the NLI to receive athletics aid and participate in intercollegiate athletics. Additionally, I give my consent to the signing institution, to disclose to authorized representatives of its athletics conference, the NCAA and the NLI Office any documents or information pertaining to my NLI signing. Further, I give my consent to the NLI Office to disclose my name and personally identifiable information from my education records to a third party (including but not limited to the media) as necessary to correct any inaccuracies reported by the media or related to my NLI signing, without such disclosure constituting a violation of my rights, including my rights under the Family Educational Rights and Privacy Act.

If I falsify any part of this NLI, or if I have knowledge that my parent or legal guardian falsified any part of this NLI, I understand I shall forfeit the first year of my athletics competition at any NLI member institution.

My signature on this NLI nullifies any agreements, oral or otherwise, which would release me from the conditions stated within this NLI.

SIGNED \_\_\_\_\_  
Prospective Student-Athlete Signature Signing Date (Mth/Day/Yr) Time (Designate - A.M./P.M.)  
Do not sign prior to 7:00 a.m.  
(local time) on the initial signing date.

Parent/ legal guardian signature required if prospective student-athlete has not reached his or her 21<sup>st</sup> birthday.

SIGNED \_\_\_\_\_  
(Check one) ☐ Parent or ☐ Legal Guardian Signature Signing Date (Mth/Day/Yr) Time (Designate - A.M./P.M.)  
Do not sign prior to 7:00 a.m.  
(local time) on the initial signing date.

\_\_\_\_\_ Print Name of Parent/Legal Guardian Telephone Number (including area code) Email Address





*Financial Aid & Scholarships*

225 S University Ave  
St. George, UT 84770

First name Last name  
Street Address  
City, State Zip

Student ID#  
December 1, 2022  
Volleyball

Athletic Award Cancellation – 2022-23

Per NCAA bylaws 15.3.4 and 15.3.7, this letter is to inform you that your Athletic Scholarship Aid at Utah Tech University has been cancelled for the **Fall/Spring** semester.

NCAA rules dictate that you have the right to appeal the reduction in scholarship amount. (The appeals process is detailed on the following page.)

If you have any questions about your athletic award cancellation, please contact Mo Eckroth at 435-652-7569 or [Mo.Eckroth@utahtech.edu](mailto:Mo.Eckroth@utahtech.edu)

For questions regarding Federal Financial Aid please contact Lindsey Bracken at 435-652-7580, email [Lindsey.Bracken@utahtech.edu](mailto:Lindsey.Bracken@utahtech.edu) or mail to the above address.

We appreciate your contribution to the athletic program and hope you continue your academic pursuits.

Sincerely,

J.D. Robertson  
Executive Director - Financial Aid & Scholarships



## Athletic Scholarship Aid Appeal Procedure

1. Email J.D. Robertson, Athletic Aid Appeal Committee, at JD.Robertson@utahtech.edu, within fourteen (14) working days of receipt of this award notification. Please plainly state that you are requesting an appeal for the reduction of ***Athletic Aid***.
2. The appeals committee will schedule a meeting within thirty (30) consecutive calendar days of receipt of the request.
3. The committee, having heard the appeal and having reviewed all documentation, will vote upon the appeal.
4. A written decision will be mailed to you, your coach, the Compliance Office and the Faculty Athletic Representative, within five (5) working days of the decision.

## **Summer Financial Aid Policy and Procedures**

### **Policy:**

1. Athletic scholarships for the academic year do not include financial aid for Summer School.
2. Financial aid for student-athletes taking summer courses is limited and not guaranteed.
3. Student-athletes assume personal responsibility for all late registration fees, fines, dorm damage, improper checkouts and other UT charges related to Summer Session attendance.
4. All student-athletes attending Summer School are required to abide by Utah Tech, Athletic Department, and team Code of Conduct.
5. To be considered for such funding, a student-athlete must have been on a team roster during the preceding academic year including through end of the Spring Semester and have not completed his or her eligibility during the previous school year.
6. The student-athlete must have received athletics financial aid to be considered for Summer School funding or has been awarded athletics financial aid for the following academic year.
7. The Following factors will be taken into consideration for final decisions in funding:
  - i. A history of poor academic performance for the preceding Fall and Spring semesters by failure of one or more courses, excessive unexcused class absenteeism, failure to do required course assignments, failure to seek and utilize tutorial assistance and unauthorized course withdrawals.
  - ii. Unresolved incompletes for preceding fall or spring semesters.
  - iii. Course withdrawals without authorization of failure of a summer course(s) due to unexcused absenteeism and/or failure to complete the required assignments may cause loss of continued funding for sessions in the same or subsequent summers.
8. The determination of final funding approval would be the result of consultation with the Office of Athletic Compliance and the Eligibility Coordinator.
9. Summer school aid for mandatory workout for football and basketball.
  - a. Scholarships must be prepared following normal procedures.
    - i. Be awarded for a maximum of 8 weeks
    - ii. If student athlete is not on campus, no board and room will be provided.
    - iii. If a student athlete is on campus for only a portion of the 8 weeks, board and room will be prorated.
10. Eligibility Coordinator will work with these teams and Head Coaches on a list of every student athlete who must be enrolled in a minimum of 3 credits to participate and receive aid. A student athlete who signed a scholarship or a NLI for the following Fall semester is eligible for summer aid.
11. A change of status form must be turned in for any new student athlete, even if they have signed a scholarship.

## Compliance

### CHANGE OF STATUS FORM

This form is to be filled out by the Head Coach any time there is a change of status of any of his or her student-athletes. This form must be turned in immediately after the status change of the student-athlete.

Student-athlete: \_\_\_\_\_ Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Sport: \_\_\_\_\_ Personal Email: \_\_\_\_\_

*Please note the following information regarding the above-named student-athlete.*

#### TEAM STATUS CHANGE:

- ☐ **New Squad Member**—Send the student-athlete to the compliance office to complete appropriate eligibility forms prior to any practice or competition.
- ☐ **Delete from Current Squad List.** (The student-athlete is no longer eligible to practice or compete with the team.) *Send the student-athlete to see Compliance following their status change/request for transfer portal.*

#### ☐ REDUCTION/CANCELLATION OF AID

| Reason for Deletion (Select One):                                                            | Reason for Reduction/Cancellation of Aid                                                         |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Cut or Dismissed from the team                                      | <input type="checkbox"/> Rendered ineligible for intercollegiate completion                      |
| <input type="checkbox"/> Withdrew from the institution _____                                 | <input type="checkbox"/> Fraudulently misrepresented information                                 |
| <input type="checkbox"/> Exhausted eligibility in the sport                                  | <input type="checkbox"/> Engaged in serious misconduct warranting a substantial penalty          |
| <input type="checkbox"/> Graduated                                                           | <input type="checkbox"/> Voluntarily withdrew from the team                                      |
| <input type="checkbox"/> Quit the team                                                       | <input type="checkbox"/> Other, please explain in detail (attach disciplinary action form) _____ |
| <input type="checkbox"/> Medical exception resulting from career ending injury or condition. |                                                                                                  |
| <input type="checkbox"/> Other _____                                                         |                                                                                                  |

*Signature Here...*

Coach Signature

Date

*Signature Here...*

Compliance Signature

Date

*Signature Here...*

Associate AD for SA Welfare

Date

- ☐ Cancellation of aid and appeal policy mailed on (date): \_\_\_\_\_
- ☐ Attached Email: SA was notified of the reason for deletion, reduction, or cancellation with SA signature or not valid. Hold on their account until the attachment is received.

## **Utah Tech Athletic Aid Reduction, Cancellation, Non-Renewal & Appeals Procedure**

**It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient (Bylaw 15.3.5.1):**

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons.

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Senior Associate Athletic Director for Compliance/SWA and Associate AD for Academics and Student-athlete Welfare. In addition, at the end of the period of the award, athletic aid will be reviewed by the Head Coach and may increase, reduce, renew, or not renew for the following year based on the athlete's level of performance or any violation of institution, department, or team policies. Any circumstances that involve a head coaching change or

when a Student-Athlete in good academic standing suffers a temporary or permanent sports-related injury will be evaluated on a case-by-case basis by the Senior Associate Athletic Director for Compliance/SWA and Associate AD for Academics and Student-athlete Welfare.

### **Procedure for reducing, removing, or nonrenewal of athletic aid (Bylaw 15.3.5 & 15.3.7):**

- The Head Coach submits to the Senior Associate Athletic Director for Compliance/SWA and Associate AD for Academics and Student-athlete Welfare through Jump Forward, on a Change of Status Form, approval to make a scholarship change. The Senior Associate Athletic Director for Compliance/SWA will review the Head Coach's recommendation. Both administrators will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations.
- If the recommendation is denied, the Student-Athlete's athletic financial aid will not be removed, or reduced.
- The recommendation must be approved with signatures by both the Senior Associate Athletic Director for Compliance/SWA and Associate AD for Academics and Student-athlete Welfare to the Executive Director of Financial Aid & Scholarships that a Student-Athlete's athletic financial aid award be reduced or cancelled.

1. The Executive Director of Financial Aid & Scholarships (or NCAA FA Coordinator) shall send written notification to the Student-Athlete regarding the opportunity for an appeal hearing (attached is the appeals process). The Student-Athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Executive Director of Financial Aid & Scholarships and formally request a hearing.

2. Failure by the Student-Athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for reduction, cancellation, or non-renewal of athletic grant-in-aid shall be made final and binding.

3. If a Student-Athlete formally requests a hearing within fourteen (14) consecutive calendar days, The Athletic Scholarship Appeals Committee shall conduct the hearing **within 30 consecutive calendar days of receiving written notification of a Student-Athlete's intent to appeal, in accordance with NCAA rules.** The Athletic Scholarship Appeals committee will notify the Student-Athlete and the Athletic Department of the time, date, and location of their respective hearings via email.

4. The NCAA Scholarship Appeals Committee is made up of Staff, Faculty and student representatives. The Chair of the committee is a representative with previous appeals committee experience. The NCAA Financial Aid & Scholarships Coordinator is a non-voting member of the committee.

5. The Student-Athlete and the Senior Associate Athletic Director for Compliance/SWA and/or Associate AD for Academics and Student-athlete Welfare must come to their respective hearing with three (3) copies of any documents that will be presented. The Committee will have been provided copies of any email communications

received regarding the request for appeal and a copy of the signed *Athletic Scholarship Agreement* for the Academic Year in question.

6. At this hearing, the Student-Athlete and the Athletic Department shall be allowed an opportunity to present their case separately regarding the reduction, cancellation, or non-renewal of athletic aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position. **Both the Athletic Department and Student-Athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.**

7. A Student-Athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend. **The Student-Athlete may not be accompanied by legal counsel.** The university will provide an Ombudsperson to assist the Student-Athlete, if requested.

8. The decision as to whether the Student-Athlete may be given an opportunity to compete for a roster spot on a UT athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach. The Athletic Scholarship Appeals Committee may only render a decision about the reduction, cancellation, or non-renewal of the athletic scholarship.

9. At the conclusion of the hearing, the Athletic Scholarship Appeals Committee shall have up to 5 business days to render a final decision as to the status of athletics aid. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.

10. The Appeal Committee Chair will notify the Athletic Director, Compliance Committee and the Student-Athlete of the committee's decision in writing. **This decision shall be final and not subject to appeal.**

11. The appeal process, related emails, documentation presented, and decision of the Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, UT coaching and athletic department staff, and Student-Athlete Scholarship Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing UT may result in disciplinary action, up to and including termination.

## **Renewal/Non-Renewal Policy and Procedures**

### **Institutional Obligation**

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed, reduced or cancelled for the ensuing academic year. Notification of financial aid renewals, reductions, or cancellations must come from the institution's regular financial aid authority and not from the institution's athletics department.

### **Reconsideration of Non-Renewal**

It is permissible for an institution that has notified a student-athlete that he or she will not be provided institutional financial aid for the next academic year subsequently to award financial aid to that student-athlete.

## **Transfer Portal Request Policy**

### **Procedure:**

1. If a student-athlete wishes to be placed on the transfer portal the student-athlete must email Compliance of this request.
2. Student is to set up a time to meet with Compliance and Eligibility Coordinator about potential eligibility issues.
3. Compliance will then assign the NCAA Transfer Portal Request Form from JumpForward to the student-athlete.
4. Student-athlete will then fill out all required sections of the request and submit the form to Compliance. Also, a completion of the education module on the NCAA website.
5. Coaches will be notified that student athlete has entered the portal.
6. Compliance will have TWO business days to enter the student-athlete into the Transfer Portal and will send written notice to the student-athlete.
7. At this point, the student-athlete may freely reach out to coaches at other institutions (prior to this point it would be impermissible for the student-athlete to talk with other coaches)

## Transfer Portal - fill

Form version 2, updated on Nov 26, 2022 11:09



## NCAA Transfer Portal Signature Page

### Information

I give my consent to disclose to authorized representatives of this institution any documents or information pertaining to my NCAA eligibility. Additionally, this consent allows the authorized representative(s) of this institution to indicate my authorization to disclose my transfer status and provide any request information pertaining to my NCAA transfer eligibility to its conference, the NCAA and authorized representatives of other member institutions via the NCAA Transfer Portal. **I consent that my athletic financial aid may be canceled at any point in which the written notification of transfer is received.** I consent that Utah Athletics may restrict my access to facilities (i.e. weight rooms, indoor practice facility, locker room, etc.) and I may not be permitted to be involved in CARA.

In order to satisfy the requirements per bylaw 13.1.1.3.1, all Division I student-athletes will need to complete the educational module prior to entering the Transfer Portal. At the conclusion of the moduleThe two-business day period for Portal entry begins once a student athlete has both requested entry into the Transfer Portal and demonstrated they have completed the educational module.

Step: 1: <https://www.ncaa.org/sports/2015/2/13/want-to-transfer.aspx>

Step 2. Underneath "Steps to Take Before You Transfer", click on "Division I Transfer Module"

Step 3. Complete the module, once completed it will automatically update that you have finished.

SU First/Last Name

Robb Rosenthal

Student Athlete Phone Number \*

Student Athlete Personal Email \*

NCAA ID # \*

Signature \*



Please sign here

Date \*

MM/DD/YYYY 

Compliance Office Contact Information:

Mo Eckroth (Senior Associate Director-Compliance/SWA)  
mo.eckroth@utahtech.edu (435) 652-7569

Robb Rosenthal (Assistant Director of Compliance)  
Robby.rosenthal@utahtech.edu (435) 879-4818

# Utah Tech University Procedures

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## Student Athlete Book Purchasing and Returns

1. Book Purchasing
2. Inclusive Access Books
3. Direct Books
4. Class Changes
5. Book Returns

### 1. Book Purchasing

- 1.1 NCAA Financial Aid & Scholarship Coordinator ("the Coordinator") will send the Bookstore's Textbook Manager a list of student athlete (SA) names, team affiliation, their class schedule, and individual sport account numbers to charge at least two weeks prior to the first day of class.
- 1.2 The Bookstore will pre-package and charge books to appropriate sport account number. Only the names sent to the Bookstore can charge their *required* books, *NO EXCEPTIONS!* Book rentals are not permitted.
- 1.3 With *required* picture ID, students can pick up their books the week before school. The Bookstore will provide students with a receipt and keep a copy of the receipt in a sport specific file.
- 1.4 If students enroll in classes after the two week period (see 1.1), they will be required to take a *hard* copy of their schedule to the bookstore and pick out their required books. A Bookstore employee will assist the student in finding books and sign off on their schedule.
- 1.5 After collecting their required books, the student will go directly to the cashier line and tell the cashier their name and team affiliation. The cashier will then charge the appropriate sport account and staple the receipt and schedule together and file it accordingly.
- 1.6 After the first week of school, the Bookstore will provide the Coordinator with all receipts and schedules collected. The Coordinator will use this information to track book purchases for the buyback period at the end of every semester.
- 1.7 Once the tracking report is done, each student will have a N/F Books scholarship applied to their account for \$800 (equivalency amount we are required to use by the NCAA).

## **2. Inclusive Access Books**

- 2.1 After the second week of class, the Coordinator will run an Argos report of all students who have Inclusive Access charges and add a cash scholarship to their account for the exact amount.
- 2.2 The Coordinator will send the same Argos report to Business Services who will T-pay each scholarship to the individual Inclusive Access charge(s) on each students account.

## **3. Direct Books**

- 2.1 In rare instances, professors require a direct purchase of textbooks from the publisher. In these cases, students MUST have their teacher email the Coordinator with the request and link to the *required* book. The Coordinator will review the request and if approved, the link to the book will be sent to the coach for purchase with a P-card.
- 2.2 The coach will send a purchase confirmation email and a copy of receipt to the Coordinator and student for record keeping. Failure to do so will result in the student being charged for the full price of the book.

## 4. Class Changes

4.1 Bookstore policy states students have the first week of school to exchange books for added/ dropped classes and receive a refund. Athletics will act in accordance with Bookstore policy and allow students to exchange books the first week under the following requirements:

- Students must have a copy of their purchase receipt.
- Student must provide a hard copy of their schedule (Bookstore employee will need to sign off on schedule that the book is required for their changed course).
- The book exchange can only be for required books.
- All return credit(s) must go back to the sport account number that was initially charged for the book.

4.2 The Bookstore cashier will staple the student's receipt to their updated class schedule (hard copy) and maintain a file for the individual teams.

4.3 After the first week of school, the Bookstore will provide the Coordinator with all receipts and schedules collected. The Coordinator will use this information to track book purchases for the buyback period at the end of every semester.

## 5. Book Return

- After each buyback day, the Athletic Department will return as many book as possible to the third party buyback company, then the Bookstore. All refund money will go
- 5.1 back to the sport accounts. Books that remain ineligible for buyback from the third party or the Bookstore will be recycled through the Bookstore.

**DISCLAIMER:** Books purchased by the Athletic Department are *required* to be returned the first week of school (for dropped courses) or by the buyback period for completed courses (see 5.1). If the student fails to return athletically purchased books without approval to keep, their student account will be charged the original amount paid.

# **Bylaw 16**

## **Awards and Benefits**

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## **Student-Athlete Participation Awards and Declaration Reporting Procedures**

### **Policy:**

1. Coaches must declare annually the participation/letter awards and other awards and gifts provided to student-athletes and managers as a result of their participation in athletics.
2. As outlined in Bylaw 16, all participation awards issued to student-athletes and managers must conform to NCAA guidelines.
3. The Office of Athletics Compliance monitors such awards for purposes of ensuring compliance with the NCAA limits on the number and value of awards.
4. Annual letter awards are standard across all sports. There are standard values for annual letter awards.
5. Senior Participation Award: All requests MUST go to the Compliance Office.

### **Procedures**

1. The Head Coach (or designee) must meet with Compliance to get the award approved.
2. Coaches must list all student-athletes and/or managers receiving an award.
  - a. The invoice from the vendor must also be attached.
3. At the conclusion of the team's season (fall, winter, spring), the Head Coach (of designee) must meet with Compliance to reconcile the team's participation award.
  - a. The receipt(s) must be given to Compliance.
4. The Compliance Office will review and approve the award in writing to the Head Coach.

## **Student-Athlete Complimentary Admission Procedures**

### **Policy:**

1. NCAA rules allow no more than four (4) complimentary per student-athlete for home and away competition.
2. NCAA rules allow no more than six (6) complimentary admission per student-athlete for conference and NCAA postseason events.
3. NCAA rules preclude student-athletes from selling or bartering complimentary admission.

### **Procedure:**

1. Prior to the start of the respective sport's season, the Office of Athletics Compliance meets with those sports who require paid admission (only sport that does not require paid tickets is Women's Tennis) to review the NCAA guidelines for complimentary admission.
2. The Head Coach for each respective sport prepares the JumpForward Playing Season for the sport. All competitions must be inputted.
3. Each student-athlete in the particular sport will input their designated guests for the upcoming season directly into the Jump Forward portal. All new guests must be added two (2) business days prior to the game.
4. The Compliance Coordinator verifies and approves those guests submitted by the student-athlete.
  - a. The following individuals may NOT be listed:
    - i. Supporters/Boosters with whom the student-athlete has no relation to.
    - ii. Prospective student-athletes with whom the student-athlete has no relation to.
    - iii. Athletic Agents or those employed by such individuals.
    - iv. High School, Junior College, Non-scholastic, Prep School or any other individual associated with a prospective student-athlete with whom the student-athlete has no relation to.
5. Once approval is provided by the Office of Athletics Compliance, the student-athlete may designate them as a guest for home or away contest.
  - a. Throughout the academic year, student-athletes may submit requests to add guests. All guest submissions require verification and approval from the Office of Athletics Compliance.
6. For home games, the ticket manager will send out all coaches/staff/student athlete tickets prior to the upcoming season. .

As you may be aware by either attending other student events or other sporting events, we have a new ticketing system. We will be utilizing this to allow you access to your tickets to your own games and then send them to your family/friends that you wish to come to your home games. This eliminates the need for a comp list or to go through JumpForward to claim your tickets.

Please read these steps thoroughly before jumping right into it, as there are steps for both activating and just signing into your account. Please also know, that as Utah Tech students, you already have an existing account, so please do not create an account.

1. USING MOBILE PHONE:

- a. Go to this link: <https://utahtech.edu/ticket-office/>
- b. Click "Buy Tickets"
- c. Click "UT Student Portal"
  - i. If **ALREADY** activated account:
    1. Sign into "Already Registered" using either your account email or customer number and password. **REMINDER: Your student account number is your D# starting with an 8 - example: d00414944 = 800414944**

**Already Registered**

Login if you already registered online and have your current e-mail and password.

**E-mail or Student ID #:**

**Password:**

[Forgot Password?](#)

[Sign In](#)

Please note that e-mail and password are case sensitive.

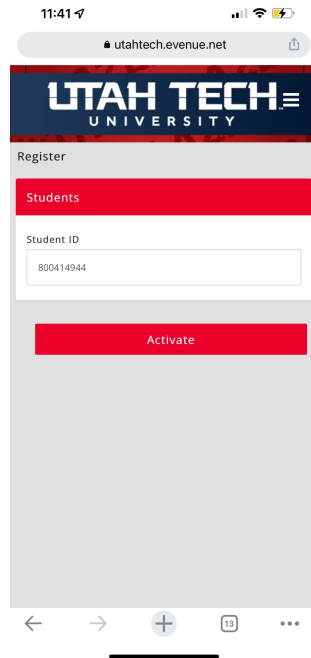
- i. If **NOT** activated account:
  1. Click "Register"

**Register Here**

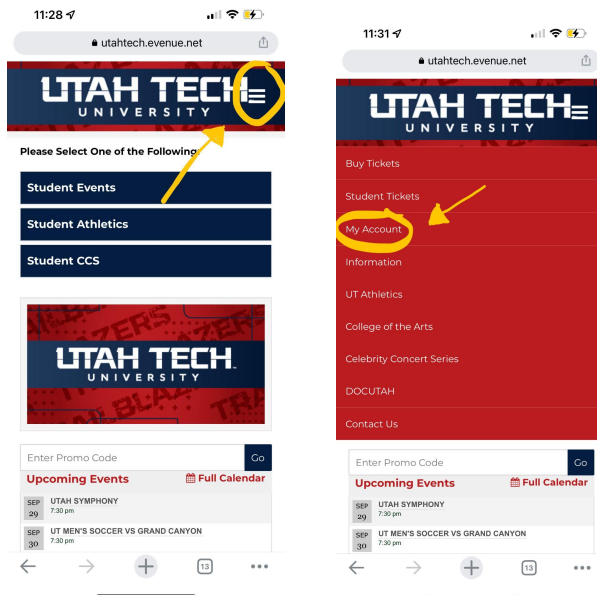
Only if this is your first time on the site. Please have your Student # and e-mail address ready for online registration.

[Register](#)

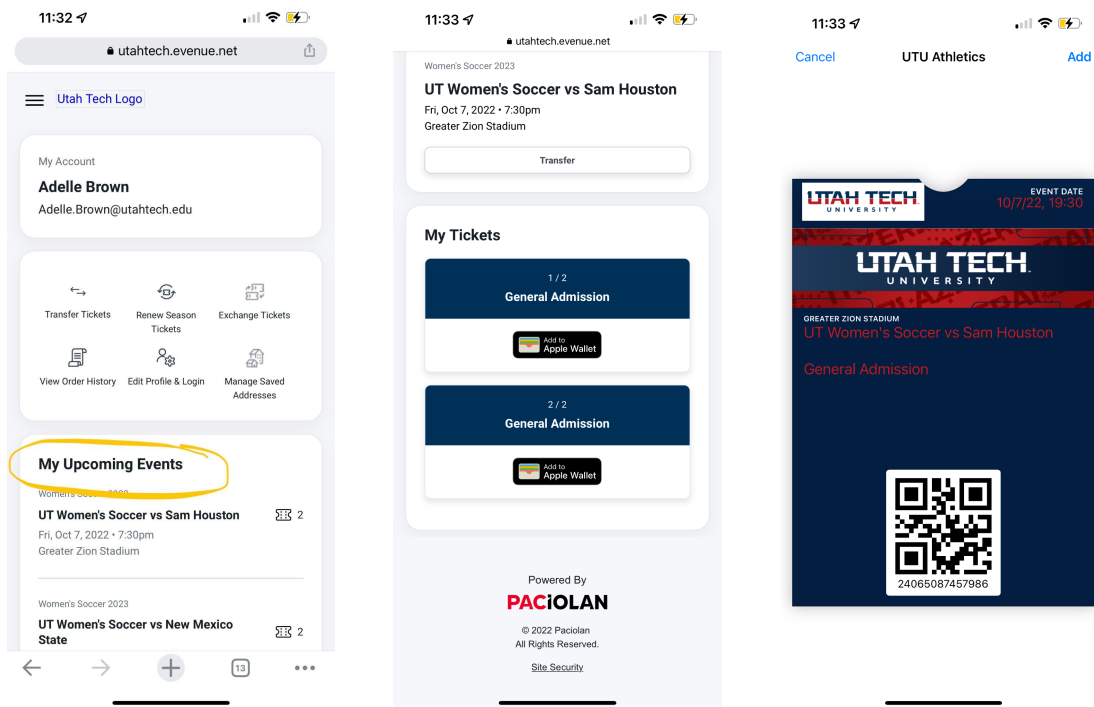
1. Type in your Student ID starting with an 8.



1. If you are having trouble registering your account or a red warning is popping up, email [adelle.brown@utahtech.edu](mailto:adelle.brown@utahtech.edu) with your D# and the issue that is popping up so it can be resolved.
  2. Click "Activate", this will then prompt you to fill in/update your personal information and create a password. **KEEP THIS PASSWORD SAFE.**
  3. Your account is now activated, and you should have access to your tickets.
- b. Once logged in, locate the three white lines in the top right corner and click on them. Select "My Account".

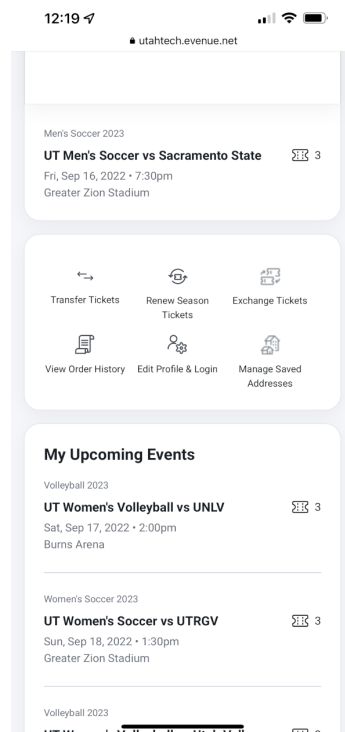


- a. Your tickets should show up under "My Upcoming Events". Click on the game/event of choice and you will have the option to save your tickets to your phone's wallet or will be able to view the tickets as a pdf.

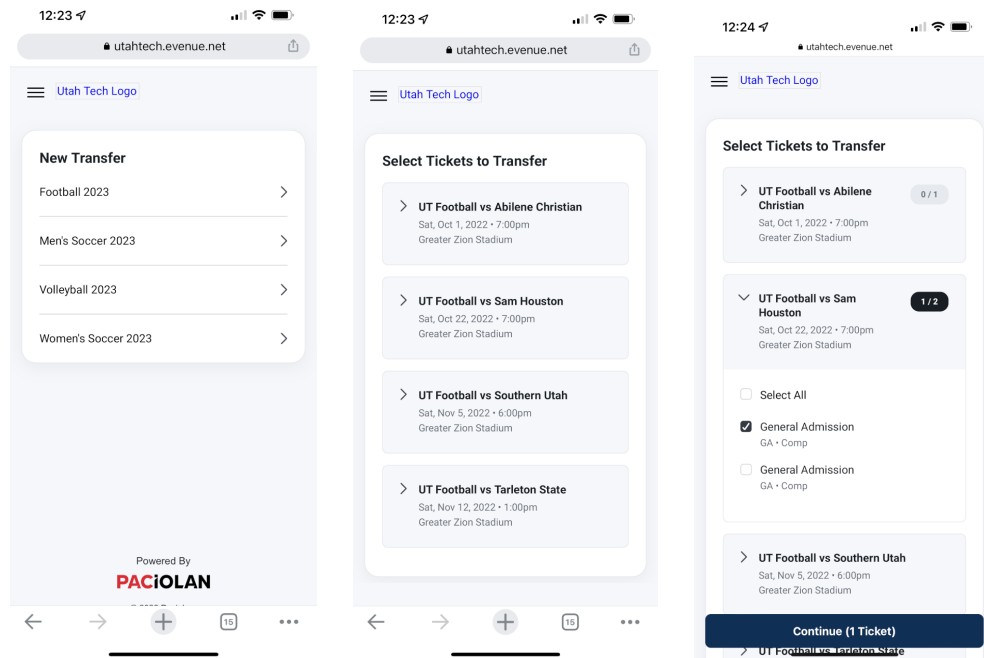


## 2. Transfer option (to send tickets to your family members):

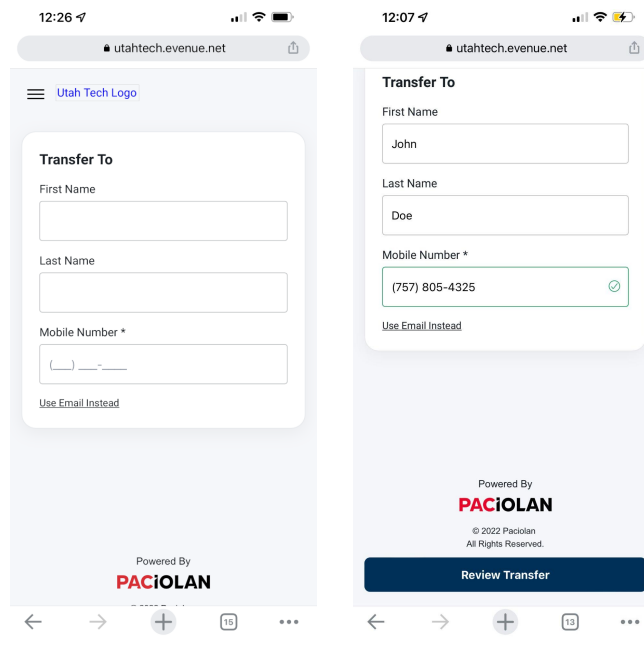
- i. This is the new way for your family to receive their tickets to all of your games.
1. Go to "My Account" and underneath your name and email there is a "Transfer Tickets" button.



1. Once clicked, you are able to view all of your transferrable tickets. Select the game you wish to send to someone else. The drop down will show you all of the tickets you have. Select each ticket you will be sending to ONE person (if you wish to send tickets to multiple people you will need to repeat these steps). Click "Continue".



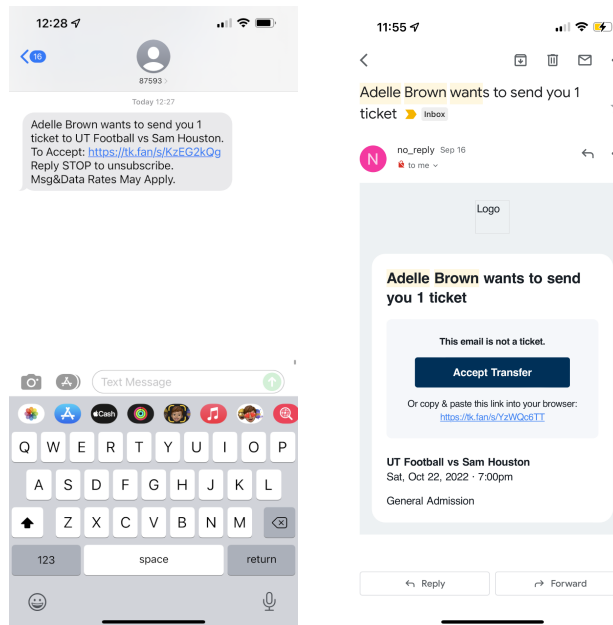
1. On this page you need to fill out the First and Last name of the individual receiving these tickets. You then have the OPTION to send them to either their phone number or email.



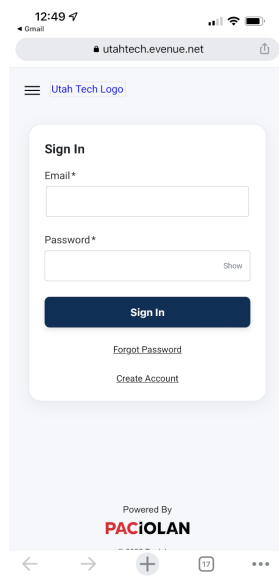
1. Once the information is filled out, select "Review Transfer".
2. Make sure the information is correct and click "Transfer (#) Ticket". This will send a notification via text or email for the individual receiving tickets to accept them.

**\*Please note that the person receiving the tickets needs to have a ticketing account to complete the transfer\***

3. Once they have received the notification, they need to select the link in the text message OR click "Accept Transfer" in the email.



1. This will then prompt them to login to their Utah Tech Ticketing account.
  - a. If they have an account, they should login with their information.
  - b. If they do not have an account, under the "Sign In" there is a "Create Account" option, and they should proceed to fill in their information and set up an account.



- a. Their tickets will then show up in their account as their own.

**NOTE: Once tickets have been transferred once, they CANNOT be transferred AGAIN**

# UT Athletics Name, Image & Likeness Policy for Student-Athletes

Effective 7/01/2021

**Purpose:** To ensure that a student-athlete may earn compensation for the use of his or her name, image, or likeness (NIL). Such compensation must commensurate with the market value of the authorized use of the student-athlete's name, image, or likeness. Such compensation may not be provided in exchange, in whole or in part, for a current or prospective student-athlete to attend, participate, or perform at the university.

**Policy & Procedure:** Pursuant to the NCAA's action adopting Interim Name, Image and Likeness Policy issued on June 30, 2021, student-athletes are permitted to use their name, image, and likeness for purposes of compensation beginning July 1, 2021. The interim policy will remain in effect until superseded by state or federal law. Consistent with the Interim Policy, the University implements the following requirements on student-athletes who wish to receive such compensation.

1. Go on Jumpforward and complete the NIL form within 7 business days.

## **Definitions:**

### **Compensation.**

Compensation is defined as any form of payment or remuneration, including but not limited to cash, gifts, in-kind items of value, social media compensation, digital currency, payments for licensing or use of publicity rights, payments for other intellectual or intangible property rights under federal or state law, and any other form of payment or remuneration.

Compensation is NOT defined as:

1. Educational expenses or any financial aid, benefits, or awards provided to a student-athlete in accordance with rules of an athletic association;
2. Federal or state grants or scholarships;
3. Payments of wages and benefits at a rate commensurate with prevailing rate for similar work in the locality of the institution to a student-athlete for work actually performed other than for athletic ability or participation in intercollegiate athletics.

### **Name.**

"Name" is defined as the first or last name, or the nickname, of the student-athlete when used in a context that reasonably identifies the student-athlete with particularity.

### **Image.**

"Image" is defined as a picture of the student-athlete.

### **Likeness.**

"Likeness" is defined as a physical, digital, or other depiction or representation of the student-athlete.

## **Promotional Activity**

A promotional activity shall be defined as any use of a student-athlete's name, image, or likeness to promote the commercial endeavors of any entity, including media. Activities include but are not limited to:

1. In-person appearances;
2. Social media posts;
3. Media Appearances (e.g. appearance on a talk show);
4. Digital/printed materials (e.g. Billboard, online ad, etc.)

## **Representative of Athletics Interests.**

A representative of athletics interests (e.g. booster) is any individual who:

1. Has made a financial contribution to the institution;
2. Assisted in the recruitment of a prospective student-athlete;
3. Provided benefits of any kind to a current student-athlete.

## **Requirements.**

1. **Disclosure Requirements.** A student-athlete must disclose any proposed contract or agreement between a student-athlete and third party 7 days prior to the proposed activity to the Athletics Compliance Office. The disclosure must be input into the "NIL Disclosure Form" in JumpForward, which will trigger a notification to the UT Athletic Compliance Office to review and approve. This review and approval is solely for compliance with these requirements – it does not constitute an arrangement of the contract or agreement by or at the direction of the University, nor is it a legal review on behalf of the student-athlete.  
Until the Athletics Compliance Office reviews and approves, the student-athlete may not engage in the proposed activity. In the event the Athletics Compliance Office does not approve, the student-athlete may not undertake the proposed activity.  
Failure to disclose any contract or agreement may result in loss of eligibility, including suspension from team activities or competition, and/or additional NIL education or training.
2. **Conditions of participation in a promotional activity for compensation.** Student-athletes may not receive payments, provision, or promise of any other consideration or benefits:
  - (i) By the university or by any booster or any other person or entity acting on behalf of the university; or
  - (ii) In exchange or as an inducement for athletic performance or attendance at the university.

A student-athlete may receive compensation to participate in promotional activities under the following conditions:

- a. The student-athlete shall not miss classes or other academic obligations (i.e. tutors) to participate in a promotional activity;
- b. The student-athlete shall not miss required team activities, including practice and competitions, to participate in a promotional activity.
- c. The student-athlete shall not use University Facilities.

- d. The student-athlete may not use the University's trademarks ((e.g., logos, work marks, including, but not limited to, the University's name, nicknames, team names, mascot name, slogans, etc.), colors, and other identifying indicia)) or copyrighted content unless an applicable agreement is secured granting the right to use such intellectual property consistent with the University's current licensing program.
  - e. UT employees (including, but not limited to Athletics staff and coaches) are not permitted to provide or arrange for compensation to student-athletes for their name, image, & likeness.
- 3. Use of Agents.** Student-athletes are permitted to use an athlete agent solely for purposes of assisting with contracts for compensation. The use of an "athlete agent" for purposes of assisting with contracts for compensation for student-athlete's name, image, and likeness shall conform to applicable state law and comply with the Sports Agent Responsibility and Trust Act established in 15 U.S.C. Section 7801, et seq.

Any individual involved in assisting with promotional activities for student-athletes should be registered with the UT Athletics Compliance office and the State of Utah.

- 4. Prohibited categories for compensation.** Pursuant to the Interim Policy, an institution is permitted to prevent compensation in exchange for a contract of endorsement, promotion or other activity that UT determines is in conflict with an existing contract of endorsement, promotional or other activity entered by UT.

The following have been determined to be impermissible forms of name/image/likeness compensation at Utah Tech University and therefore, student-athletes are not permitted to enter into an arrangement with:

- a. Lotteries, Casinos, sports wagering facilities, online equivalents
- b. Products and establishments that market products exclusively to those 18 years of age or older.
- c. Adult entertainment (i.e. strip clubs, pornography, etc.).
- d. Tobacco, marijuana, nicotine vapor products, etc.
- e. Apparel, sportswear, footwear, athleisurewear during all team activities (CARA & RARA)
- f. Providers of higher education (other colleges and universities), health care, and related services.

*Failure to abide by these may result in loss of eligibility, including suspension from team activities or competition, and/or additional NIL education or training.*

- 5. Involvement of UT Representative of Athletics Interest.** Student-athletes may not receive payments, provision, or promise of any other consideration or benefits by the university or by any representative of athletics interests or any person or entity acting on behalf of the university in exchange or as an inducement for athletic performance or attendance at the university or to enroll at the institution. Student-athletes are not prohibited from entering into genuine NIL agreements with separate business entities that are operated by an individual who is also a booster, so long as the agreements is not a payment, provision, or promise of any other consideration or benefits by the university or by any representative of athletics interest or any person or entity acting on behalf of the university.

6. **International Student-Athletes.** UT international student-athletes should not enter into any compensation agreements without first checking with the UT Office of International Students to ensure it complies with Visa and Immigration requirements.
7. **Impact of Pell Grants and Other Financial Aid.** Pell grants and other need-based aid could be affected by name, image, and likeness compensation. Questions regarding aid should be directed to the UT Financial Aid Office.
8. **Student-Athletes under 18.** Any student-athlete under the age of 18 at the time of the agreement must have additional consent from a parent or legal guardian.

## **Name, Image, and Likeness Frequently Asked Questions**

**1. What does “name, image, and likeness” mean?**

- The NCAA states ““name, image and likeness” are three elements that make up a legal concept known as “right of publicity.””
- Right of publicity involves those situations where permission is required of a person to use their name, image or likeness. For example, no permission is required for a newspaper to publish a photo of an athlete playing in a game. The legal copyright would belong to the photographer, not the person pictured.

**2. What does “name, image, and likeness” NOT mean?**

- Name, image, and likeness DOES NOT mean “pay-for-play.”
- Pay-for-play means an individual being paid to play the sport at the institution or being paid for their performance.
- NIL does not permit compensation for work not performed.
- Example: A wide receiver may NOT be paid \$100 per touchdown catch, this would still be impermissible due to “pay-for-play.”

**3. May a prospective student-athlete be paid to attend Utah Tech University?**

- No. This would still be an improper inducement tied to choosing to attend a particular school.

**4. May a prospective student-athlete make money off their name, image, and likeness?**

- **Maybe.** Prospective student-athletes may engage in the same types of NIL opportunities available to current student-athletes under the interim NIL policy without impacting their NCAA eligibility.
- However, this may not be used as a recruiting inducement or a substitute for pay-for-play.
- In regard to high school eligibility, please consult the prospective student-athlete’s high school athletics association regarding questions pertaining to high school eligibility.

**5. May I use Utah Tech’s logo and/or name in promoting my name, image, and likeness?**

- No. Using Utah Tech’s logo would constitute a misuse of Utah Tech’s name, image, and likeness.

**6. May I use Utah Tech’s facilities to make money off of my name, image, and likeness?**

- No. Due to Utah Tech’s policy, an individual is restricted from applying their trade on campus. This means that all opportunities must be off Utah Tech’s campus.

**7. May I miss class and/or a required athletically related activity for a promotional activity?**

- No. Bylaw 17 legislation remains in effect.

**8. May I monetize my social media platforms?**

- Yes. However, an individual may not use Utah Tech’s name, image and/or likeness.

**9. May I be paid to be in an advertisement?**

- Yes. However, an individual may not use Utah Tech’s name, image and/or likeness.

**10. If I am a Booster, can I enter into an agreement with a student-athlete?**

- Yes, provided the activity is in accordance with state laws and school policy, is not an impermissible inducement and it does not constitute pay-for-play.
- Remember if you are not 100% certain the activity would not be pay-for-play, contact the Athletics Compliance office immediately.

**11. Does the NCAA provide any resources about NIL?**

- Yes. Please visit <https://www.ncaa.org/about/taking-action> for additional information.

**12. Must I inform Athletics Compliance about any potential name, image, and likeness contracts?**

- Yes. To ensure athletics eligibility, the student-athlete must complete the “NIL Disclosure Form” on JumpForward under the “NIL” tab.
- To access this form the student-athlete will 1) login to JumpForward, 2) click on “Forms”, 3) click on “Form Library”, 4) click on “NIL” tab, 5) open and submit the “NIL Disclosure Form”

**13. For any additional questions who do I reach out to?**

- Mo Eckroth – Senior Associate A.D. – Compliance/SWA
  - i. [mo.eckroth@utahtech.edu](mailto:mo.eckroth@utahtech.edu)
  - ii. (435) 652-7569
- Robb Rosenthal – Assistant Director of Compliance
  - i. [robb.rosenthal@utahtech.edu](mailto:robb.rosenthal@utahtech.edu)
  - ii. (435) 879-4818
- Scott Crane-Compliance Coordinator
  - [scott.crane@utahtech.edu](mailto:scott.crane@utahtech.edu)
  - (435) 879-4916

## NIL - filling

Form version 1, updated on Oct 24, 2022 11:42



### Name, Image, and Likeness Activity Reporting Form

Describe the name, image, and likeness activity. What are/were the terms of the agreement or transaction? \*

When will/did the activity begin and end? \*

How will you be or how were you compensated for participating in the name, image, or likeness activity? \*

List all parties to the agreement or transaction, other individuals and entities, and professional service providers.

Name of Person/Entity \*

Roles \*

Contact Information \*

Name of Person/Entity

Roles

Contact Information

Name of Person/Entity

Roles

Contact Information

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| Name of Person/Entity | Roles                | Contact Information  |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> |

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| Name of Person/Entity | Roles                | Contact Information  |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> |

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| Name of Person/Entity | Roles                | Contact Information  |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> |

I affirm, to the best of my knowledge:

- I have confirmed that this activity is consistent with state law/executive action and institutional policy. I understand that I am responsible for determining whether this activity is consistent with state law/executive action, if applicable, and that the NCAA will not interpret state law/executive action and/or institutional policy.
- To the extent required by state law/executive action and/or institutional policy, I have provided complete and accurate information regarding any and all activities involving use of my name, image and likeness including compensation arrangements and information about individuals and entities involved in the activity.
- Compensation was/is related to actual use of my name, image, and likeness and was/not contingent on enrollment at a particular institution or a substitute for pay for athletics performance.

I acknowledge that my institution, or a designee of my institution, may review the accuracy of this information, and I consent to any investigation, review, or audit. I acknowledge that inaccurate or incomplete disclosure, or failure to cooperate could support a reasonable conclusion that compensation I received constituted an inducement to attend or remain enrolled at a specific school, a substitute for pay for athletics performance or participation, or an otherwise illegitimate source of compensation for use of my name, image, and likeness.

|                                             |                                         |
|---------------------------------------------|-----------------------------------------|
| SU First/Last Name                          | SU DOB *                                |
| <input type="text" value="Robb Rosenthal"/> | <input type="text" value="MM/DD/YYYY"/> |

|                                                                                                                                         |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| SU Home Address *                                                                                                                       | SU All Sports        |
| <div>Address line 1</div> <div>Address line 2</div> <div>City, State, ZIP Code</div> <div>Country</div> <div><a href="#">Edit</a></div> | <input type="text"/> |

|                                                                                                                     |                                         |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Signature *                                                                                                         | Date                                    |
| <div><br/>Please sign here</div> | <input type="text" value="MM/DD/YYYY"/> |

|                                            |                                         |
|--------------------------------------------|-----------------------------------------|
| Parent/Legal Guarding Signature (under 18) | Date                                    |
| <input type="text"/>                       | <input type="text" value="MM/DD/YYYY"/> |

**Utah Tech University  
Academic Year Employment  
Office of Athletics Compliance**

Name: \_\_\_\_\_ Sports \_\_\_\_\_

1. Will you provide fee for lesson instruction (i.e., teaching or coaching sport skills in your sports) during the academic year?
2. Will you be self-employed (i.e., your own business) during the academic year?
3. Will you be employed during the academic year?

If you answered "NO" to all of the questions above, go to the bottom of page and sign. (If this changes, contact Compliance immediately and return to this page when notified that the required form to update your employment information has been updated).

If you answered "NOT SURE" to question 3 above, go to the bottom of the page and sign. (When you find a job, contact Compliance immediately and return to this website when notified that the required form to update your employment information has been assigned).

If you answered "YES" to question 3, answer the following sections, then go to the bottom of page and sign.

Name of employer: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_ Your job title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's email: \_\_\_\_\_

Date employment starts: \_\_\_\_\_ Est. hours of work per week: \_\_\_\_\_

Date employment ends: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Did a member of the athletics department or a Utah Tech booster help find this job for you? \_\_\_\_\_ If yes, who: \_\_\_\_\_

Do you have any other employment at this time that is not listed above?

If yes, provide all the information listed above:

"I certify that I worked for the pay received and that my answers are complete and correct. I understand that any false information or incomplete statements may make me ineligible for intercollegiate athletic competitions and/or any athletically related financial aid at Utah Tech University. Furthermore, I give permission to the employer listed above to release any and all information pertaining to my employment with the said employer to Utah Tech representatives, including but not limited to time cards, tax forms, payroll records, employment agreements, notes and other documents on file relating to my employment. I also, understand that the Utah Tech staff may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original."

By signing below, I indicate my understanding of the information shown and provided on this form. I certify my answers are complete and correct and that any fraudulent information may make me ineligible for intercollegiate athletic competition and/or athletically related financial aid at Utah Tech University. I understand that Utah Tech University may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

**State law requirement**

State law requires that you be informed of the following: (1) your consent is limited to this one transaction; (2) you are entitled to a paper copy of the documents you signed; and (3) you are entitled to withdraw your consent to future electronic signatures.

# **Bylaw 17**

## **Playing and Practice Seasons**

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## UT Student-Athlete Time Demands Scheduling Recommendation

Utah Tech University Athletics is committed to providing a first in class student-athlete experience both athletically and academically. It is the goal of the Athletic Department to provide opportunities that support the welfare of our student-athletes in the areas of Academics, Rest and Recovery, Nutrition, and Athletic Performance Success. Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of DSU's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

In supporting student-athlete time demands, the athletic administration recommends the following guidelines be considered when formulating the athletic calendar by each sport Head Coach, in addition to the required NCAA playing and practice regulations:

- Do not schedule contests during final exam week. Conference contests we do not have much control, but we can request changes through the Conference office and the opposing team. Please work this out with your Sport Administrator and make sure all WAC forms, UT game management, training staff and Sport Information approve.
- Try to schedule contests during holidays and fall/spring break.
- Mid-week non-conference contests are discouraged (unless an evening home contest). This is for non-conference contests.
- Try not to schedule two consecutive weeks on the road, with missed class time. This is for non-conference contests. Please discuss with your sport administrator to approve (scheduling difficulties, cost effective, guaranteed return contest, etc.).
- Do not schedule 3 consecutive weeks on the road, with missed class time. Sport Admin and AD would have to approve (special circumstances).
- No class time can be missed for non-championship season contests. This includes travel time. Fall team sports cannot miss in spring. Spring championship teams cannot miss in fall. Any individual sport SA, who requests through their Coach to compete in an outside competition, must fill out form on Jump Forward and Compliance/Coach must approve.
- Make sure you're in-season and out-of-season contest schedules are approved by compliance, sport admin and game management. SID will not post until finalized. All changes must also be approved.
- Make sure you count the conference tournament championships, thru the final day, in your declared playing and practice schedule dates on Jump Forward. The contests are exempt.
- No countable athletic activities may occur between the hours of 9:00 PM MT and 6:00 AM MT.
- Exceptions:
  - Practices in conjunction with competitions
  - Competitions
  - Promotional Practices (e.g., Midnight Madness)
  - Team Travel
  - Practices – Weather Safety
  - Other – Special Approval from the Sport Administrator
- At the conclusion of the sport's 20-hour period playing season (the segment that concludes with the NCAA Championship), one (1) week off from all required countable athletically related activities will be provided.
  - Exceptions:
    - Preparation for National Governing Body Competitions
    - Preparation for International Competitions
- For those sports in-season (20-hour period), one (1) day off from all countable athletically related activities will be provided during vacation periods/preseason training when classes are not in session.
- When return travel to campus occurs after midnight during the playing season (20-hour period), sport programs will provide a day off from all countable athletically related activities. The day off shall not be in addition to the one (1) day required by NCAA regulations.
- It is recommended that each sport program develop and provide a comprehensive sport calendar to student-athletes in advance of the start of the month, semester, or academic year. Such calendar will include all required activities both athletic and nonathletic that student-athletes will be obligated to attend as well as those activities that are considered voluntary. The plan should be reviewed by the Sports Administrator.

## **Playing Season Policy and Procedures**

### **Policy:**

1. In sports other than football, basketball, cross country, and track and field (Bylaw 17.1.2) each member team may divide the playing season into no more than two distinct segments.
2. Each team must determine the playing season prior to the beginning of the playing season for each sport. Changes to the declaration the playing season are permissible and shall be filed in writing in the Compliance Office.

### **Procedure:**

1. The Head Coach (or Designee) must complete and sign the Competition Schedule Form and the Season Declaration Form. Prior to submitting the forms to the Office of Athletics Compliance the following signatures are required:
  - a. Competition Schedule Form:
    - i. Sport Administrator
    - ii. Faculty Athletics Representative
  - b. Season Declaration Form:
    - i. Sport Administrator
2. The Season Declaration Form must include:
  - a. Dates for the team's 20 hour per week segments;
  - b. The team's defined week for purposes of calculating the 20 hours (e.g., Sunday through Saturday, Tuesday through Monday, etc.); and
  - c. The team's first competition with an outside team for the year.
3. The completed Competition Schedule and the Season Declaration Form must be submitted by the deadline prescribed by the Compliance Coordinator—which will be set in such a way that the Office of Athletics Compliance will have the appropriate time to review and work out any potential issues prior to the team's first practice of the year.
4. Upon receipt of the Season Declaration Form from each sport, the Compliance Coordinator shall meet with each Head Coach (or Designee) to ensure:
  - a. All information requested has been provided;
  - b. The dates for the coach's 20-hour per week season do not exceed the number of days permitted in that sport;
  - c. The team is scheduled to compete against an outside team only on or after the first permissible date for such competition; and
  - d. The team meets the minimum and maximum contest/dates of competition limitations.
5. After review of the form, if everything is complete and compliant, the Compliance Coordinator shall sign and date the form to indicate his/her review and approval of the form.
6. If any information is incomplete or must be amended to make it compliant, the Compliance Coordinator will ensure that all information is appropriately reflected on the Competition Schedule Form and Season Declaration Form prior to signing and dating the form.
7. Once the Competition Schedule Form and the Season Declaration Form are approved, information regarding the team's playing season shall then be updated into JumpForward and will include the following, if applicable:
  - a. Maximum number team contest/dates of competition
  - b. Maximum number individual contest/dates of competition
  - c. Minimum participants required to trigger a team date of competition
  - d. Number of segments
  - e. Date of first required practice
  - f. Segment 1 & segment 2 start dates
  - g. Segment 1 & segment 2 end dates
  - h. Segment 1 & segment 2 start day of the week (e.g. Monday)

8. Any changes to a team's playing season at any time must be approved by the Sport Administrator and Assistant Director of Compliance and reflected on the team's Season Declaration Form.
9. The Office of Athletics Compliance will complete a mid-year review of each team's Season Declaration Form in order to ensure that the team's season is progressing as expected and to ensure the coach is permitted to maximize the days available for his/her team's playing season. The review will include a comparison of the team's Season Declaration and with Countable Athletically-Related Activities logs submitted.

### Practice Regulations

1. No missed class time for practice. NCAA rules allow missed class time on a travel day but UT regulations do not allow.
2. There shall be no CARA for 7 days after your final contest in the Championship segment. You may have one team meeting, if no CARA takes place.
3. DO NOT CHANGE PRACTICE TIMES OR SCHEDULED FACILITIES. Adequate notice must be given to SA's and training staff for unforeseen reasons (weather, FINAL EXAMS, emergency, etc.). You may give them an extra day off at any time. Any change must be approved by facilities admin and compliance (CARA). All changes have a ripple effect. This is a student-athlete welfare issue.
4. There can be no CARA after a contest. This includes film.
5. 2 days off during 8-hour week. 1 day off per 20-hour week. (Golf check your hourly exception.)
6. Pine Valley (or any team bonding destination) must be approved by compliance 30 days in advance. School regulations require you to rent vans or a bus, driven by a Coach or staff member who has passed a current UT driving test. Each SA could also drive themselves, with no other SA's in the car.
7. Any other transportation, such as a private plane taking your team to a contest, must be approved a minimum of 30 days before departure. This is a totally different procedure and cannot be cleared quickly. Please see compliance.
8. Reasonable team activities or entertainment does not have to be approved. A P card can be used. ALL activities that cause a health risk to an SA, must be approved by risk management (such as skydiving, razors, boating, etc.). If you are not sure ASK. A booster cannot provide entertainment to SA's. Some boosters donate to the athletic department. Those donations can be given to a specific team only through the athletic department. This must be approved before the activity. The GIFT IN KIND form must be turned in before to the Development office (Cindy Biehahn) approved and a copy in the compliance office.
9. Meals can be provided at any time to supplement the health and wellness of our SA's. A booster could provide a meal at a restaurant to one or more SA's. We have requested you to have SA's tell you when this occurs. SA's are to notify Head Coach, drive their own vehicle, in some cases two SA's should be present, and it should be noted on CARA providers' name. If a staff member provides an occasional meal, please just mark on your CARA report. If a donor provides for an entire team a meal, make sure a GIFT IN KIND form is turned into Development. Indicate on CARA.
10. Required day off – Civic Engagement
11. Be aware of time requests of your SA's for promotional activities, recruiting activities and team building activities. This is a student-athlete welfare issue. With playing schedules, many teams do not have a full weekend day off each week. The day off, they have school or travel.

OPEN PRACTICE: Each team is responsible or in charge if they want open practices. (Basketball scrimmages, no one can watch). It is an all or none. Cannot pick and choose. If you decide it is open, there should be a discussion with your team and decide if they are comfortable. A specific area away from the team should be designated in your facility. The SAAC is an issue because there is no seating except on the floor. Unofficial visits would be up to head Coach if it is not a DEAD PERIOD. Record on Jump forward. Please put-up signage for Open or Closed Practices. NO ONE IS TO BE ON THE FIELD OR FLOOR AND INTERACTING WITH SA'S. AFTER PRACTICE OR BEFORE...IN THE STANDS OR OUTSIDE THE PLAYING FIELD, HEAD COACH CAN DECIDE.

# Utah Tech University Policy

## 533: Student Accommodations and Excused Absences



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

### I. Purpose

- 1.1 Outline policy regarding three types of student accommodations at Utah Tech University (“the University”): schedule, content, and disability.

### II. Scope

- 2.1 This policy provides guidance to all University faculty, staff, administration, and students involved in arranging accommodations for students.

### III. Definitions

- 3.1 **Accommodations:** Modifications to a policy, procedure, practice, or schedule that enable students to engage in an academic activity as part of a University course or program.
- 3.2 **Content Accommodation:** An accommodation to provide an alternative to a course requirement or material that conflicts with a student’s sincerely held core beliefs.
- 3.3 **Disability Accommodation:** An accommodation for a student with a disability to be made in accordance with the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act (ADA).
- 3.4 **Reasonable:** Within the range of what is normally done or thought in a similar situation.
- 3.5 **Schedule Accommodation:** An accommodation granting permission to a student to be absent from class(es) and/or fulfill assignment(s) in a manner other than that which is required in the syllabus in order to

observe religious holidays, participate in University activities and events, and attend required military activities.

#### IV. Policy

4.1 Student Accommodations are modifications to a policy, procedure, practice, or schedule that enable students to engage in an academic activity as part of a University course or program. Reasonable requests will be considered in the form of a Schedule, Content, or Disability Accommodation.

4.1.1 An Accommodation is considered reasonable if the following conditions are met. The Accommodation:

4.1.1.1 Does not fundamentally alter the nature of the program or course.

4.1.1.2 Does not present an undue financial or administrative burden on the University.

4.1.1.3 Is within the range of what is normally done or thought in a particular instance.

4.1.1.4 Provides an adequate means of satisfying the curricular requirement.

4.1.1.5 Is fully appropriate for meeting the course objectives.

4.2 Two types of Accommodation requests may be considered for faculty based on a student's requests:

4.2.1 Schedule Accommodation requests to permit a student to be absent from class(es) and/or fulfill assignment(s) in a manner other than that which is required in the syllabus for the purpose of:

4.2.1.1 Observance of a religious holiday.

4.2.1.2 Participation in an official University event.

4.2.1.3 Attendance at a required military activity.

4.2.2 Content accommodation requests to provide an alternative to a course requirement or material that conflict with a student's sincerely held core beliefs.

4.3 An accommodation for a student with a disability to be made in accordance with the Rehabilitation Act of 1973 and/or the Americans with

Disabilities Act (ADA) may be requested by a student only with written approval from the Disability Resource Center

- 4.4 All Accommodation requests must be considered in a non-discriminatory manner.
- 4.5 For the purposes of this policy, Dean's Council designates University events and activities as "official."
  - 4.5.1 Recurring events sponsored by University courses, departments, intercollegiate athletics, clubs, or organizations may be approved for multiple iterations within one academic year or over several years.
  - 4.5.2 Other events must be submitted by faculty, staff, or students to a dean for inclusion on the Dean's Council agenda.
  - 4.5.3 A current list of University activities/events approved as "official" is available through the academic deans' offices.

## V. References

- 5.1 University Policy 553: Student Academic Appeals
- 5.2 University Policy 633: Faculty Rights and Responsibilities

## VI. Procedures

- 6.1 Schedule Accommodations
  - 6.1.1 Attendance at classes is an integral part of the learning process. A student who is absent from class for any reason compromises their learning opportunities. Each student is expected to regularly and promptly attend all class sessions. A student receiving specific types of scholarships and/or tuition waivers may be required to attend all scheduled class and lab sessions to maintain their eligibility.
    - 6.1.1.1 A student should register only in courses for which they have no schedule conflicts that will interfere with their ability to complete course requirements. Each instructor is expected to clearly communicate attendance requirements in the course syllabus.
      - 6.1.1.1.1 If a student misses a class session, the student has the individual responsibility to ascertain what content and/or assignments were missed.

- 6.1.1.2 Instructors are expected to make reasonable schedule accommodations when requested by a student in accordance with this policy.
  - 6.1.1.2.1 If an instructor determines there is no reasonable schedule accommodation or if the suggested accommodation is not acceptable to the student, the instructor shall inform their department chair of the request and the denial.
- 6.1.1.3 An instructor may require a student to submit coursework prior to the due date if the student will be absent when the work is scheduled to be completed or submitted.
- 6.1.1.4 An instructor may make a schedule accommodation for reasons other than those specified in this policy at their discretion but must do so fairly and equitably for all students enrolled in a course during the semester in which the schedule accommodation is given.
- 6.1.2 Religious holiday observance: a student has the right to request, in writing, a schedule accommodation for observance of a religious holiday. A student requesting an excused absence for observance of a religious holiday is encouraged to submit the request to the faculty member at the beginning of the semester.
  - 6.1.2.1 Instructors are expected to make reasonable accommodations in response to a request for observance of a religious holiday.
  - 6.1.2.2 Absences for religious holidays can always be anticipated, and an instructor has the right to insist that coursework to be missed must be completed prior to the absence.
  - 6.1.2.3 No faculty member has to honor a request for an excused absence for observance of a religious holiday submitted less than seven (7) days before the absence.
- 6.1.3 A student must request a schedule accommodation for participation in an approved official University activity.
  - 6.1.3.1 Instructors are expected to make reasonable schedule accommodations in response to a request for an excused absence to participate in an approved official University activity.

- 6.1.4 Official University activity or event: a student requesting a schedule accommodation for an approved official University activity has an individual responsibility to provide the instructor in each class with official written verification of the approved official University event and their participation and to make arrangements for any coursework that will be missed.
- 6.1.4.1 A request for schedule accommodation must be submitted in writing to the appropriate faculty member and must include the name and dates of the activity, the student's name and ID number, and the activity's sponsoring faculty or staff member.
  - 6.1.4.2 Single Event: a student requesting a one-time schedule accommodation for an event that will occur once must submit a request to the instructor of each class at least seven (7) days before the activity.
  - 6.1.4.3 Recurring or Frequent Activity: by the second day of class in a semester, a student requesting schedule accommodations for a recurrent activity must submit the request in writing, including the schedule of such absences, to the instructor of each class.
    - 6.1.4.3.1 An instructor may determine that recurring, frequent, or lengthy absences will interfere with a student's ability to succeed in the course and recommend that the student seek an alternative.
    - 6.1.4.3.2 In addition to the initial notice at the beginning of the semester, at least seven (7) calendar days but not more than 10 calendar days prior to the absence for which a schedule accommodation is requested, the student will confer with the faculty member to arrange for completing and submission of work.
  - 6.1.4.4 No faculty member has an obligation to grant a request for an excused absence for an approved or unapproved official University event submitted to them less than seven (7) calendar days before the absence, but may do so at his/her discretion insofar as such action is non-discriminatory.
  - 6.1.4.5 Absences for participation in approved University activities can usually be anticipated, and the student should be prepared to complete course work prior to the absence.

6.1.4.5.1 If a student has less than seven (7) calendar days' notice, the instructor may work with the student to accomplish the schedule accommodation.

6.1.5 Required military service: a student who is in "uniformed service" may request a schedule accommodation for short-term required military activities (deployment, activation, or mobilization) that must take place during the semester and are 14 calendar days or less in duration. If a student's absence is more than 14 calendar days in a full semester, they should consider doing a complete withdrawal from the semester. A student who is activated for military service should contact the Veteran's Coordinator in the Registrar's Office as soon as possible for assistance with issues concerning current classes, registration status, and/or educational benefits.

6.1.5.1 The student must provide instructors with a printed copy of their "orders" to request a military activity schedule accommodation.

6.1.5.2 In the event written "orders" give the student less than seven (7) calendar days from notification to the onset of the absence, instructors are still encouraged to work with the student concerning the requested schedule accommodation.

6.1.5.3 An instructor may determine that recurring, frequent, or lengthy absences will interfere with a student's ability to succeed in the course and recommend that the student seek an alternative.

6.1.5.4 A student who requires an extension to the original period of absence must contact the Registrar's Office, which will require verification of the required extension and then notify instructors, who may recommend that the student seek an alternative.

6.1.5.5 Absences for required military activities may or may not be anticipated.

6.1.5.5.1 A student with advance notice of a required military activity may be required to complete coursework prior to the absence.

6.1.5.5.2 If a student has less than seven (7) calendar days' notice (as verified by the written "orders"), the

instructor should make every effort to work with the student to accomplish the schedule accommodation.

6.1.6 A student may appeal an instructor's decision regarding a requested schedule accommodation to the department chair, who will consult with the instructor and the appropriate dean before overriding that decision.

6.1.6.1 If the department chair requires a schedule accommodation that would require additional time and/or work on the part of the instructor that the instructor does not wish to complete, the chair may not compel the instructor to complete the accommodation but will find an alternative method to fulfilling the accommodation if needed.

6.1.7 In accordance with the Confidentiality of Records policy and Federal Regulations, faculty and staff are prohibited from widespread publication in any form other than that which is specifically allowed in such policies and regulations of the names of the students participating in activities or events.

6.1.7.1 Faculty, staff, and campus entities may not communicate names of students involved in an approved official University activity unless another faculty or staff member has a legitimate educational interest, an identifiable educational relationship to the involved student, and a legitimate need to know such information in order to fulfill their professional responsibilities. This includes emails to the distribution lists.

## 6.2 Content Accommodations

6.2.1 Consistent with the principles of academic freedom, the faculty collectively and individually, has the responsibility for determining the content of the curriculum based on their disciplinary and pedagogical expertise and experience.

6.2.2 Each student must understand and be able to articulate ideas and theories that are important to discourse in the academic discipline of a course or program, even if those theories conflict with personal opinions or beliefs.

6.2.2.1 Personal disagreement with these ideas and theories, or the implications thereof, is not sufficient grounds for requesting a content accommodation, and accommodations requested on such grounds will be denied.

- 6.2.2.1.1 The University recognizes that a student's sincerely held core beliefs may conflict with some requirements of courses, programs, or majors, and agrees to work within the bounds of this policy to accommodate such beliefs, acting in good-faith and with reasonable consideration.
- 6.2.2.2 In addition to other syllabi content, as a courtesy to students, faculty are encouraged to include in their syllabi a description of course content requirements reasonably anticipated to conflict with student sincerely held core beliefs. Faculty are further encouraged to include in their syllabi suggested alternatives, if any, within the course or program that may avoid such anticipated conflicts.
  - 6.2.2.2.1 A faculty member may find it useful to include an explanation of the reason behind the selection and inclusion of such material and its relationship to the course outcomes so a student may make an informed decision about their ability to undertake the intellectual and personal challenge the course or program requirement may represent.
  - 6.2.2.2.2 A faculty member is not obligated to include these elements in their syllabi, as it can be difficult to anticipate what content may conflict with the varied beliefs of a diverse student population.
- 6.2.2.3 A student has the responsibility to address a perceived conflict with their sincerely held core beliefs within two weeks of the earlier date:
  - 6.2.2.3.1 Being given information about course content or requirements that conflict with the student's sincerely held core beliefs.
  - 6.2.2.3.2 Encountering course content or requirements that conflict with the student's sincerely held core beliefs.
- 6.2.2.4 If a student believes there is such a conflict, the student may choose to drop the course, or may proceed in seeking an accommodation with the understanding that faculty members have no obligation to alter or eliminate any content or requirements that conflict within the student's sincerely held core beliefs.

- 6.2.2.4.1 With this understanding, a student may request a content accommodation from the faculty member.
- 6.2.2.4.2 Faculty members are encouraged to respond to student requests with reasonable consideration.
- 6.2.2.5 A request for a content accommodation must be made in writing to the faculty member, with the student providing a copy of the request to the department chair at the same time.
  - 6.2.2.5.1 The request must articulate the burden the course content or requirement would place on the student's sincerely held core belief.
  - 6.2.2.5.2 The faculty member has no obligation to grant or respond to such requests, but is encouraged to act reasonably and with thoughtful consideration in addressing student requests and concerns.
  - 6.2.2.5.3 Faculty members who decide a content accommodation is appropriate may do so only if another reasonable means of satisfying the curricular/program requirement is available and only if the alternative is fully appropriate for meeting the course and program objectives.
- 6.2.2.6 Faculty will not be arbitrary, capricious, or discriminatory in granting or denying a request for a content accommodation.
- 6.2.2.7 If a student's request for a content accommodation is denied by a faculty member, the student may appeal that denial. The basis for such an appeal is limited to determining if the denial is arbitrary, capricious, or discriminatory and if the required course content for which an accommodation was requested is a reasonable and pedagogically sound manner of fulfilling course and program learning outcomes.
  - 6.2.2.7.1 As a first level of appeal, the student may solicit the aid of the responsible department chair to discuss the merits of the requested accommodation with the faculty member.
  - 6.2.2.7.2 If the student feels that the discussion with the chair did not fulfill the intent of this policy, they may submit a formal Academic Appeal in accordance with

## University Policy 553.

6.2.2.7.3 A faculty member who is not satisfied with a department chair's decision may appeal to the Dean. A faculty member who wishes to appeal to a Dean's decision may submit an appeal to the Academic Appeals Committee or may submit a grievance under the University's Grievance Procedure.

6.2.3 Because different criteria apply to each course and because faculty members' course requirements and expectations differ, accommodations granted by a faculty member in one course will not affect decisions made by that faculty member in other courses, or by other faculty members in the same or other courses sections.

### 6.3 Disability Accommodations

6.3.1 Under the guidelines of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the University is obligated to provide reasonable accommodations to students with disabilities to enable them to fully participate in all University programs, services, and activities. The accommodation must be an appropriate academic adjustment and must NOT:

6.3.1.1 Create substantial change in the essential element of the course or program curriculum.

6.3.1.2 Create the demand for a substantial alteration in the manner of offering goods and services.

6.3.1.3 Create or pose a risk of significant harm to any other individual.

6.3.1.4 Create an undue financial or administrative burden for the institution.

6.3.2 Faculty members are required to inform students in course syllabi of the availability of and procedure for requesting accommodations based on a disability and that course materials can be made available in alternative format with prior request.

6.3.3 Faculty members must direct all requests for disability accommodations to the University Disability Resource Center (DRC).

6.3.3.1 A faculty member has the responsibility to ask for DRC

verification when a student requests an accommodation in their course or program.

- 6.3.3.1.1 The faculty member may discuss the requested accommodation with DRC staff.
- 6.3.3.2 A faculty member may have private discussions with a student regarding disability issues and must maintain confidentiality about any information related to a student's disability disclosed by a student or a DRC staff member. A faculty member may not request information about a student's specific disability.
- 6.3.3.3 A faculty member may not make accommodations for a student's disability without prior approval with the DRC.
- 6.3.3.4 If a faculty member makes a disability accommodation for any student without a written request from DRC, all students in that course must be offered the same accommodation.
- 6.3.4 A faculty member must require that a student with a disability meet the same academic standards as peers in the course.
- 6.3.5 A faculty member has the responsibility to provide in a timely manner a reasonable accommodation requested through the DRC that does not impact an essential student-learning outcome of a course or program.
  - 6.3.5.1 If a faculty member believes an accommodation requested through the DRC is unreasonable as detailed in University Policy 633 or if it impacts an essential student-learning outcome of a course, the faculty member should immediately inform their Chair and Dean.
    - 6.3.5.1.1 In such cases, the Chair and/or Dean will work with the DRC to assure equal access to opportunity for persons with disabilities through reasonable accommodations.
- 6.3.6 A student who wishes to appeal a faculty member's denial of an accommodation that has been suggested by the Disability Resource Center follows the procedures for appealing an academic action detailed in University Policy 553.
- 6.3.7 A student who wishes to request that a General Education or graduation requirement be waived due to a disability must do so in accordance with University Policy 553.

## VII. Addenda – N/A

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Policy Owner: Vice President of Academic Affairs

Policy Steward: Assistant Vice President and Dean of Students

History:

Approved 1/29/99

Revised 3/18/16

Revised 1/30/20

Editorial 07/01/2022

**Trailblazer Athletics**

ATHLETIC REQUEST FOR EXCUSED ABSENCE  
Policy 533



Semester: \_\_\_\_\_ Class: \_\_\_\_\_ Sport: \_\_\_\_\_

Dear Professor \_\_\_\_\_,

I will be representing the University as a student-athlete and would like to formally request a schedule accommodation for the days I will miss class this semester. It is my intention to follow Policy 533 and to notify you of the dates I will be away from campus.

Attached to this form is a copy of my team's schedule with the dates that we will be traveling highlighted. Please accept this as my official written verification of the approved University event. As we approach the dates that I will be away from class, I will contact you in advance to make the necessary arrangements.

Please sign on the line next to your name below indicating that you have received my request and agree to work with me to complete any work that I may miss while traveling.

Thank you for your cooperation and support!

Student Athlete Signature

Date

Student-Athlete Printed Name

Professor Signature

Date

Professor Printed Name

Please direct any questions or concerns to the Associate Athletics Director for Academics and Student Success or the Faculty Athletic Representative.

Mike Olson  
Assoc. Athletic Director  
[olson@dixie.edu](mailto:olson@dixie.edu)

Travis Ficklin  
Faculty Athletic Rep  
[travis.ficklin@dixie.edu](mailto:travis.ficklin@dixie.edu)



## Missed Class- Competition Scheduling Form

FORM MUST BE COMPLETED PRIOR TO THE START OF EACH ACADEMIC YEAR, AND KEPT ON FILE IN THE ATHLETIC COMPLIANCE OFFICE.

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Team: \_\_\_\_\_ Year: \_\_\_\_\_

Schedule Status: ☐ Tentative ☐ Final ☐ Revised

|              | Date (Include the day of the week) | Opponent (Host) | Site | Start Time | Departure Time/Date | Return Time/Date | Class Days Missed | Guarantee Yes/No |
|--------------|------------------------------------|-----------------|------|------------|---------------------|------------------|-------------------|------------------|
| 1.           |                                    |                 |      |            |                     |                  |                   |                  |
| 2.           |                                    |                 |      |            |                     |                  |                   |                  |
| 3.           |                                    |                 |      |            |                     |                  |                   |                  |
| 4.           |                                    |                 |      |            |                     |                  |                   |                  |
| 5.           |                                    |                 |      |            |                     |                  |                   |                  |
| 6.           |                                    |                 |      |            |                     |                  |                   |                  |
| 7.           |                                    |                 |      |            |                     |                  |                   |                  |
| 8.           |                                    |                 |      |            |                     |                  |                   |                  |
| 9.           |                                    |                 |      |            |                     |                  |                   |                  |
| 10.          |                                    |                 |      |            |                     |                  |                   |                  |
| 11.          |                                    |                 |      |            |                     |                  |                   |                  |
| 12.          |                                    |                 |      |            |                     |                  |                   |                  |
| 13.          |                                    |                 |      |            |                     |                  |                   |                  |
| 14.          |                                    |                 |      |            |                     |                  |                   |                  |
| 15.          |                                    |                 |      |            |                     |                  |                   |                  |
| 16.          |                                    |                 |      |            |                     |                  |                   |                  |
| 17.          |                                    |                 |      |            |                     |                  |                   |                  |
| 18.          |                                    |                 |      |            |                     |                  |                   |                  |
| 19.          |                                    |                 |      |            |                     |                  |                   |                  |
| 20.          |                                    |                 |      |            |                     |                  |                   |                  |
| 21.          |                                    |                 |      |            |                     |                  |                   |                  |
| 22.          |                                    |                 |      |            |                     |                  |                   |                  |
| 23.          |                                    |                 |      |            |                     |                  |                   |                  |
| 24.          |                                    |                 |      |            |                     |                  |                   |                  |
| 25.          |                                    |                 |      |            |                     |                  |                   |                  |
| Total Missed |                                    |                 |      |            |                     |                  |                   |                  |

Senior Athletic Academic Advisor (or designee): \_\_\_\_\_ Date \_\_\_\_\_

Head Coach: \_\_\_\_\_ Date \_\_\_\_\_

Sport Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

# WAC Master Schedule Change Request Form

This form must be completed and signed by a designated athletic administrator of BOTH institutions involved in a request master Conference schedule change request form before the requested change is sent to the WAC office. This form must be filed with the WAC office for every game site, date or time change requested in a conference event at least 30 days in advance of the event.

## INSTRUCTIONS:

1. Initiating institutions must complete its portion of the form, then e-mail or fax the form to the other institution.
2. Once completed, the form must be e-mailed to the appropriate WAC Sport Administrator listed below or faxed to the Conference Office at 303-799-3888.

SPORT: \_\_\_\_\_ REQUEST MADE BY: \_\_\_\_\_  
Administrator Institution

### ORIGINAL SITE-DATE-TIME

| <u>Date</u> | <u>Home Team</u> | <u>Visiting Team</u> | <u>Site</u> | <u>Time</u> |
|-------------|------------------|----------------------|-------------|-------------|
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |

### NEW CHANGE SITE-DATE-TIME

| <u>Date</u> | <u>Home Team</u> | <u>Visiting Team</u> | <u>Site</u> | <u>Time</u> |
|-------------|------------------|----------------------|-------------|-------------|
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |
| _____       | _____            | _____                | _____       | _____       |

### RATIONALE FOR CHANGE

\_\_\_\_\_  
\_\_\_\_\_

As the designated administrator responsible for this sport at my institution, I approve of this requested change.

Home team's designated administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Visiting team's designated administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Conference Office Approval YES NO Date: \_\_\_\_\_ Initials \_\_\_\_\_

### WAC Sport Administrators

**Patrick Colbert** (pcolbert@wac.org) - Men's Soccer; **Drew Speraw** (dsperaw@wac.org) - Men's & Women's Basketball;  
**Kyle Grooms** (kgrooms@wac.org) - Baseball; **Rebekah Ray** (rray@wac.org) - Softball, Volleyball;  
**Ismael Kagone** (ikagone@wac.org) - Women's Soccer, Men's & Women's Tennis.

## declaration of playing season - filling

Form version 1, updated on Dec 20, 2022 10:14



### DECLARATION OF PLAYING SEASON

Sport

Academic Year

Date of Eligibility Meeting (prior to first practice)

Definition of Week: (ex Mon-Sun)

Per NCAA Bylaw 17.1.2, are you dividing your playing season into two segments?

Select one...



If yes,

Championship  
Segment:

Date

MM/DD/YYYY



to

Date

MM/DD/YYYY



# of Contests/Dates

Non-  
Championship  
Segment:

Date

MM/DD/YYYY



to

Date

MM/DD/YYYY



# of Contests/Dates

Date of First Practice

MM/DD/YYYY



Date of First Competition

MM/DD/YYYY



Last Day of Season:

MM/DD/YYYY



Total Number of Competitions

Minimum

Maximum

Please Attach:

- 1. Calendar detailing your practice days.
- 2. Competition Schedule

If any changes are made (date, practice, deletion, addition, etc.,) You must submit and receive approval for an updated Delcaration of Playing Season

Head Coach Signature

  
Please sign here

Date

MM/DD/YYY



Compliance Signature

  
Please sign here

Date

MM/DD/YYY



## Countable Athletically Related Activities Policy and Procedures

### Policy:

#### Playing Season Daily/Weekly Hour Limitations

1. A countable athletically related activity is any activity with an athletics purpose involving student- athletes that occurs at the direction of or supervised by one or more institutional coaching staff member (including strength and condition coaches).
2. Student-athletes may engage in a maximum of four (4) hours per day and 20 hours per week of countable athletically related activities.
  - a. **EXCEPTION:** In golf, student-athletes are permitted to engage up to 5 hours per day of CARA on the day of a practice round; however, the 20-hours-per-week limitation remains in effect. A practice round played at a tournament site the day before the tournament counts as three (3) hours.
3. Student-athletes must receive one day off per week from all countable athletically related activities. A day off is not required during vacation periods, preseason practice, participation in one conference and postseason championship, National Invitation Tournaments or during participation in NCAA championships.
  - a. Three contest in seven-day Exception:
    - i. If a team participates in three (3) dates of competition in a seven-day period, the UT team is not required to take one-day-off-per-week; however, student-athletes must receive two days off from all CARA during either the preceding or the following week.
4. Countable activities cannot occur between midnight and 5 a.m. (except during conference or NCAA championship, competition that concludes after midnight or participation in a promotional activity such as midnight madness).
5. No class time can be missed for practice activities except when a team is traveling to an away-from-home contest.

#### Outside of Playing Season Daily/Weekly Hour Limitations

1. Student-athletes may be required to participate in a maximum of eight (8) hours per week of required strength and conditioning activities and individualized skill instruction.
2. **ALL SPORTS: MAXIMUM OF FOUR (4) HOURS PER WEEK OF SKILL INSTRUCTION**
3. Student-Athletes must be given two (2) days off per week

### Procedure:

1. A designated coaching staff member is responsible for submitting the countable athletically- related activities (CARA) logs during the academic year via JumpForward (JF).
2. The designated coach is required to submit CARA the 5th of the subsequent month through JF. Logs are required to be submitted on a weekly basis.
  - a. One (1) weeks delinquent— the designated coach will receive an email reminder.
  - b. Two (2) weeks delinquent after the initial email reminder – The designated coach, will receive a second email reminder with the head coach (if applicable) and Sport Administrator copied.
  - c. Three (3) weeks delinquent the Athletics Director is emailed and NO team practice until logs are up to date.
3. Upon receipt of the CARA logs, the Compliance Coordinator will review the logs as follows:
  - a. Ensure that the log is complete;
  - b. Ensure that the types of activities being reported are consistent with what is permissible during that time of the year for that sport (based on their Season Declaration);
  - c. Ensure that the daily and weekly hours reported are compliant with the rules;

- d. Ensure that all student-athletes included on the CARA log are included on the team's
  - e. Eligibility Certification List; and
  - f. Ensure that all student-athletes participating in CARA are eligible for the activities in which they are participating (e.g., that only eligible athletes are practicing and competing).
- 4. After review of the above-listed items, if the logs are incomplete, the logs will be denied by the Compliance Coordinator and a request for resubmission will be issued.
- 5. After review of the above-listed items, if the logs appear to be noncompliant, the Compliance Coordinator will notify the coach and request an explanation.
  - a. If the logs accurately reflect what the team and/or individuals did that week, the logs should be resubmitted to the Assistant Director of Compliance for appropriate action.
  - b. If the logs require correction, a corrected record should be prepared and submitted to Assistant Director of Compliance through email.
    - i. Accompanying the corrected copy should be a statement signed (or email) by the head coach documenting the reasons that the logs were initially submitted incorrectly.
    - ii. Upon review of the statements from the head coach and the student-athletes approves the corrected logs, the Assistant Director of Compliance in consultation with the Executive Senior Associate Athletics Director of Administration will determine if any further documentation is necessary.
    - iii. If there is a discrepancy, additional information may be requested by the Compliance Coordinator from the student-athletes.
    - iv. Upon satisfaction that accurate information has been gathered, the Compliance Coordinator will either take appropriate action for noncompliance or consider the logs complete and compliant, and follow the procedure listed below.
  - c. After review of the above-listed items, if the logs are complete and compliant, the Compliance Coordinator will submit the logs for the student-athletes to review.

#### **Student-Athlete Review of Countable Hours/Playing Season Logs**

- 1. Following the submission and complete review of each sport's countable hours/playing season logs, the Compliance Coordinator will send the CARA logs to the entire roster for each team to review (deny/approve) through Front Rush
- 2. The student-athletes will receive an email notification from JumpForward to review the logs and sign off them (approve/deny).

## **Basketball/Football Summer Access Policy and Procedures**

### **Policy:**

1. Summer athletic activities are limited to eight (8) weeks. Weeks do not have to be consecutive or the same for each student-athlete.
2. For weeks not designated as part of the summer access model, coaches may not be involved (e.g. conduct, watch, participate with) in any countable athletically related activities with the incoming student-athletes and returning student-athletes.
3. Eight hours per weeks of the required athletic activities may be designated to weight training, conditioning, skill instruction with no more than four (4) hours per week spent on skill instruction.
4. Incoming prospective student-athletes (freshmen and transfers) are required to have a medical exam (administered within the past six months), including the sickle cell solubility test prior to participating in summer athletic activities.
5. Incoming prospective student-athletes are not required to sign the drug testing consent form.
6. Returning and prospective student-athletes may not receive room and board expenses unless they are enrolled in summer school.
7. Returning and prospective student-athletes may not receive entertainment expenses during the summer.
8. Non-qualifier Student-Athletes
  - a. An incoming prospective student-athlete who has been certified as a non-qualifier may participate in required summer athletics activities during the summer prior to initial full- time enrollment, provided the prospective student-athlete is enrolled in summer school and the activities are conducted during the time period in which the prospective student- athlete is enrolled in summer school.
  - b. A non-qualifier who has served an academic year in residence may participate in summer athletics activities the day following UT's spring commencement exercises, provided the student-athlete is enrolled in summer school or meets the academic opt-out benchmarks.

### **Voluntary Summer Conditioning Outside of the Summer Access Model**

1. **Incoming Prospective Student-Athletes:** For times during the summer when prospective student-athletes are not enrolled in summer school, or summer school has begun but the week has not been designated as a summer access week, incoming prospective student-athletes may participate in voluntary summer workouts conducted by the strength and conditioning staff and receive workout apparel, provided the PSA has signed a NLI or in the case of a four-year college prospective student-athletes, the prospective student-athlete has signed the institution's written offer of admission and/or financial aid or the institution has received his financial deposit in response to its offer of admission. To use our facility must be cleared from medical and compliance.
2. **Returning Student-Athletes:** Returning student-athletes may participate in strength and conditioning workouts conducted by the strength and conditioning staff, provided the workouts are voluntary and conducted at the request of the student- athlete.

### **Procedure:**

1. Prior to the start of Summer, the Head Basketball and Football Coaches will designate the eight (8) weeks of mandatory workouts via the Summer Access Declaration Form.
2. Once determined, the Office of Athletics Compliance will communicate with the Eligibility Coordinator to confirm summer enrollment.
3. Once determined, the Office of Athletics Compliance will work with Eligibility Coordinator to create a certification sheet (Summer Workout Worksheet). This document will outline enrollment and the deficiencies for each student-athlete.
4. The Compliance Coordinator, Eligibility Coordinator, and the Head Coach will sign the final document. Subsequent changes to summer scheduling shall require additional certifications.

5. During the permissible summer access period, the Office of Athletics Compliance will require the basketball staff to submit the practice logs for all student-athletes who participated in required summer countable athletically related activities through JumpForward.
6. All practice activities shall be logged through JumpForward with subsequent verification during which the team roster.
7. Upon receipt of the submission, the Compliance Coordinator will review the logs as follows:
  - a. Ensure that the form is complete;
  - b. Ensure that the types of activities being reported are consistent with what is permissible during the summer conditioning period;
  - c. Ensure that daily and weekly hours reported are compliant with the rules; and
  - d. Ensure that all student-athletes included on the logs are approved to workout with the Strength and Conditioning staff and skill instructions with the coaching staff during the summer.
8. After review of the above-listed items, if the logs appear to be compliant, the Compliance Coordinator will approve the practice logs on JumpForward.
9. If the logs require correction, a corrected record should be prepared and submitted to the Compliance Coordinator
  - a. Accompanying the corrected copy should be a statement signed (or email) by the head coach documenting the reasons that the logs were initially submitted incorrectly.
  - b. Upon review of the statements from the head coach and the student-athletes approves the corrected logs, the Compliance Coordinator in consultation with the Assistant Athletics Director of Compliance will determine if any further documentation is necessary.
  - c. If there is a discrepancy, additional information may be requested by the Compliance Coordinator from the student-athletes.
  - d. Upon satisfaction that accurate information has been gathered, the Compliance Coordinator will either take appropriate action for noncompliance or consider the logs complete and compliant, and follow the procedure listed below.
10. After review of the above-listed items, if the logs are complete and compliant, the Compliance Coordinator will submit the logs for the student-athletes to review.

## **Outside/Unattached Competition – Sports Other than Basketball Policy and Procedures**

### **Policy:**

1. Student-athletes must receive prior approval from their head coach (or designee) and the Office of Athletics Compliance before participating in any outside competition.
2. The student-athletes must submit the Outside/Unattached Competition Form via JumpForward no later than two weeks prior to the date of travel for the competition.

### **Procedure:**

1. Student-athletes must submit a request via JumpForward including all the requested information, two weeks prior to the date of travel for the competition.
2. The head coach (or designee) will receive a JumpForward notification to review and approve the student-athlete's request.
3. Once the head coach approves the Outside/Unattached Competition Form, the Office of Athletics Compliance will receive a notification from JumpForward to review and approve the form.
4. The Office of Athletics Compliance will confirm with the Eligibility Coordinator to ensure the student-athlete will not miss class to participate in the competition.
  - a. For student-athletes selected to represent their National Team, the student-athlete must communicate with their team's designated Eligibility Coordinator and all professors to establish an academic plan for missed classes and course work.
5. The Office of Athletics Compliance will communicate a decision regarding the request the student-athlete involves, head coach (or designee), the Eligibility Coordinator and Sport Administrator.

## Outside Competition Form - Coach Fill out

Form version 3, updated on Jan 30, 2023 10:59



### Outside Competition Approval Form

Student-Athlete Name: \*

Sport: \*

#### Competition Information

Name of Event/Competition: \*

Location of Event/Competition \*

Date(s) of Competition

Beginning Date \*

End Date \*

Who are you representing during this event/competition (e.g. competing unattached, country, etc.)? \*

Do you have a contact person for this event/competition? \*

☐ YES

☐ NO

If yes, please provide the following information

Contact's Name:

Contact's phone or email:

How are you getting to the Event/Competition? \*

Where are you staying during the Event/Competition \*

Will you be receiving any expenses? \*

☐ YES

☐ NO

If yes, please explain:

Additional Comments:

By entering signing this form, I indicate my understanding of the information shown and provided on this form, and it is my intent to sign the record, I certify that my answers are complete and correct and that any fraudulent information may make me ineligible for intercollegiate athletic competition and or athletically related financial aid at Utah Tech University. I understand that Utah Tech University may share this information with the NCAA and that a photocopy of this authorization shall be as valid as an original.

Student-Athlete Signature: \*

  
Please sign here

Coach Signature

  
Please sign here

## **Outside/Unattached Competition – Basketball Policy and Procedures**

### **Policy:**

1. A basketball student-athlete may compete in a summer league during the period between June 15 and August 31 or UT's opening day of class, whichever comes earlier, on a team in a league certified by the NCAA.
2. The student-athlete must receive permission from the Office of Athletics Compliance prior to participation in the league.
3. The Summer Basketball League Form must be completed by returning student-athletes, transfers and incoming student-athletes enrolled in summer school.

### **Procedure:**

1. The Office of Athletics Compliance will approve all participants on the outside team for all basketball student-athlete.
2. Towards the end of each academic year, the Office of Athletics Compliance will disseminate the Summer Basketball League to each returning, transfer and incoming freshmen (enrolled in summer school) men's and women's basketball student-athletes.
3. The form requests each student-athlete to indicate whether he/she will participate in a summer basketball league.
4. If the student-athlete will not be participating in a summer basketball league, he/she shall review the form, check the appropriate box, sign and date it, and return it to the Office of Athletics Compliance.
5. If the student-athlete is participating in a summer basketball league, he/she must complete the form in full of all information requested regarding the summer league, sign and date it, and return it to the Office of Athletics Compliance.
6. Upon receipt of completed forms, the Office of Athletics Compliance shall review all forms to ensure they have been completed in full.
7. For any student-athlete who indicated he/she would be participating in a summer basketball league, the Office of Athletics Compliance shall ensure that the league has been certified by the NCAA and that the student-athlete's dates of participation are appropriate.
8. If the Office of Athletics Compliance approve the student-athlete's participation (e.g., league not certified for the student-athlete's dates of participation, league not certified at all, etc.), he/she shall provide a written denial of permission for the student-athlete's participation – which shall be sent to the student-athlete as well as the sport's coaching staff.
9. If the Office of Athletics Compliance can approve the student-athlete's participation, he/she shall sign the forms to signify approval of the league and the student-athlete's participation. Such an approval shall also be communicated to the student-athlete and the coaching staff in writing.

## Trailblazer Team Travel Policy

1. All members of the team must turn back in their missed class time forms the first week of school (Associate AD for Academics –see Academic Procedures).
  2. You are to leave at the earliest, safest time, the day before the contest.
  3. Attire should represent UT and your team.
  4. Budget bus travel for size of team. Smaller teams using vans or school vehicles, safety first. After a contest, if returning home, if it is a long drive be prepared to return the next day.
  5. Make sure all travel information (travel party, flight, departure, return times, etc.) are uploaded on Jump Forward a minimum of 48 hours before departure. If there is a change of any kind, please notify the AD, Sport Admin, SID, Compliance and FAR, by email. If a student is added late and has not made arrangements prior to departure, professor is not obligated to excuse absence. We have some departments that attendance is required to be successful. Please have SA's work with FAR to see if it can be worked out.
  6. One person per bed.
  7. No SA drives the rental or school vehicle. Make sure all staff members have passed driving test on-line. No family members can travel with team. School policy will dictate travel. No extra costs can be incurred by the school if a family member is on a trip (extra rental car, hotel room, meals, etc.).
  8. No class time is to be missed before departure for an away contest. Conference/NCAA tournament situations must be approved by AD/Compliance.
  9. Private transportation form must be filled out on Jump Forward and approved by Head Coach. Compliance should meet with the team before the season begins to explain procedure.
  10. No CARA is allowed after a contest unless a multi-day event (golf tournament, double header, etc.).
  11. Private housing is not allowed. Risk management would have to approve, such as host families (homes) for a golf tournament.
  12. Teams should always be in groups if allowed to go to a mall, some form of entertainment, etc. A coach must still be present and available at site.
  13. Coaches are responsible for student-athletes, from the time the team leaves campus until the team returns to camps.
  14. No student is to drive a rental or school vehicle.
  15. Students may only drive themselves to or from a contest if the *Private Transportation Form* has been signed by the student-athlete and the coach BEFORE the event occurs. **No one under the age of 18 may use this exception.** Coaches must keep this file on form.
  16. Students may depart an athletic event with their parent/spouse so long as the *Student Traveling Alone – Release of Liability Form* is signed. If the student-athlete is a minor, the parent must also sign the form.
  17. No student may leave with any other person outside of their own parent/spouse.
  18. Private housing is not allowed during team travel.
  19. If a coach brings their spouse, any added expenses incurred must be personally paid for and adjusted on the travel claim form. Children of a coach, under the age of 18, are not allowed to travel on a school vehicle at any time.
  20. In emergency situations, please call the Athletic Director, if the Athletic Director is unavailable, contact the Compliance Office.
1. Any student-athlete may leave with their parent/guardian on an activity or stay overnight, but each team will have a specific sign out system in place. Coaches must be aware of where and with whom student-athletes are at all times. Student-athletes MUST sign the waiver form. Generally, teams/individuals must stay at the listed lodging on the *Team Travel Squad List Form*.
  2. Minors on the team must be in groups supervised by a coach.

### Minimum Travel Supervision

\*The team travel rule information sheet must be provided to each student-athlete and their parents before each team's first away trip.

\*Team rules can be more restrictive than those listed here, and coaches must provide them to the team AND provide the team rules to Compliance BEFORE the first away trip.

## Private Transportation - Student Athlete

Form version 7, updated on Oct 03, 2022 10:27



### Private Transportation

In general, all team members must travel to and from an away event with their coaches and must stay at assigned lodging. However, exceptions may be made at the discretion of the Head Coach. If approval is granted the student-athlete and coach must sign this form. This exception will only be granted under extraordinary circumstances.

**PLEASE READ THIS CAREFULLY.** This document affects any rights you may have if you are injured or otherwise suffer damages if you decide to leave your Utah Tech University ("UT") athletic team's travel party and not return with them to the UT campus at St. George, Utah upon the completion of your athletic competition.

Athletic competition and related travel involve an inherent danger and risk of injury. If you decide to leave your traveling party and make your own travel arrangements, you will be traveling at your own risk and the UT Athletic Department cannot be responsible for your safety. If you leave your traveling party and the itinerary planned for your competition team by the UT Athletic Department you must understand and be aware that:

- You are required by NCAA regulations and UT Athletic Department to return to the UT campus with your competition team *unless* any additional expenses are paid by you *in advance* of your departure for the athletic contest.
- *Prior* to departing for your athletic contest, you must notify the UT Athletic Department *in writing* of your intent to separate yourself from the traveling party and provide them with your alternate itinerary for returning to the UT campus.

In exchange for permitting, you to leave the traveling party for your athletic competition and returning to the UT campus under your own chosen travel itinerary, we ask you for a **WAIYER AND RELEASE OF LIABILITY** for the associated risks.

I hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE** Utah Tech University, The Utah Tech University and its Board of Regents and their employees, agents, student trainers, and volunteers (hereinafter referred to as **RELEASEES**) for any liability, claim or cause of action arising out of or related to any loss, damage or injury, including death, that occurs as a result of my departure from the planned itinerary of the traveling party for the athletic competition and related activities, **including injuries sustained as a result of the negligence of RELEASEES.** I understand this release does not apply to injuries caused by intentional or grossly negligent conduct on the part of **RELEASEES**.

I agree **TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES** WHETHER INJURY OR DAMAGES is caused by my negligence, **the negligence of RELEASEES**, or the negligence of any third-party. I further agree that this **WAIYER AND RELEASE OF LIABILITY** shall bind the members of my family and my spouse, my parents or guardians, and my heirs, assigns and personal representative (if any). I further agree that this Release of Liability Agreement shall be construed in accordance with the laws of the State of Utah. Venue for any suit on this document shall rest in Washington County, Utah.

**By signing this Waiver and Release of Liability, I represent I have read and understand the conditions set forth herein and that I agree to**

all conditions set forth herein, and that I sign this voluntarily. In addition, I understand, I am responsible for all costs that I or the Athletic Department may incur, due to not returning with the travel party.

SU First/Last Name

Robb Rosenthal

Name of Event or Place

Date of Event

MM/DD/YYYY

Location: City, State

I have elected to:

- ☐ drive my personal vehicle to the state above location and date.
- ☐ drive with my parents, or relatives or spouse at the conclusion of the event.

Parents signature if under 18

Please sign here

Date

MM/DD/YYYY

By signing this form, the student-athlete acknowledges they are at least 18 years old and responsible for their personal conduct. Additionally, upon election of making private transportation arrangements, the student-athlete agrees to be personally responsible for their own safety. By elcting private transportation, the student-athlete opts out of any coverage or responsibility that Utah Tech University may have had for death, harm, or damage to their person or property. Upon signature of this form the student-athlete releases and waives claims that they or their heirs may have or had against their coach, Utah Tech University, and the State of Utah, or any of their officers, agents and/or employees for any death, harm, or damage which may be suffered in traveling to or from the above named event or at any time while traveling privately.

Furthermore, upon signature the student-athlete acknowledges and agrees that it is strictly prohibited to allow another student-athlete to ride with them, their parents, relatives or sporse to or or from any Utah Tech University event.

Student Athlete Signature

Please sign here

Date

MM/DD/YYYY

Coach Signature

Please sign here

Date

MM/DD/YYYY